

**CHESTERFIELD COUNTY
PURCHASING DEPARTMENT
CHESTERFIELD, VIRGINIA
(804-748-1617)**



REQUEST FOR PROPOSAL # 03-5107-8820

A PROPOSAL FOR AN INTEGRATED FINANCIAL/HR MANAGEMENT
SYSTEM

DUE: July 10, 2003

*Request For Proposal Prepared By
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www.chesterfield.gov/ManagementServices/Purchasing/purchase.htm*

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1.0 INTRODUCTION

1.1 Project Introduction

The County of Chesterfield and Chesterfield Public Schools (County) hereby solicit qualified and interested software and implementation vendor teams that have proven experience with integrated Financial/Human Resource Systems or Enterprise Resource Planning (ERP) systems in the public sector to submit proposals and statements of qualifications.

Through this Request for Proposal (RFP), the County is seeking to identify vendor teams (i.e. a **combined proposal** that delivers both **software and implementation services**) whose products and services, with minimal customization, can most fully meet the diverse needs of the various divisions and departments within the County as specified in this document and its attachments. The County will purchase any hardware required independently of this RFP.

When the term "County" is used in this document, the reference includes the local government and school district. When the reference is to the local government only, the term "Government" will be used. "School" or "Schools" references the Chesterfield County Public Schools district.

1.2 Background

Chesterfield County lies in south-central Virginia between the Cities of Richmond to the north and Petersburg/Colonial Heights to the south. Chesterfield's land area encompasses 446 square miles. The County is included in the Richmond-Petersburg Metropolitan Statistical Area (MSA), which in 2001 had a total population of 1,007,800. The County's population has grown from 261,000 residents in 2000 to an estimated 278,000 residents as of January 1, 2003.

Chesterfield celebrated its 250th anniversary in 2000. While proud of its historical roots, Chesterfield is a recognized leader among local governments in America. Chesterfield County has the distinction of being the only locality in Virginia where the local government and the public school system both have won the U.S. Senate Productivity and Quality Award Gold Medallion for excellence and efficiency. The Government won the Medallion of Excellence in 1994 and the Schools were awarded the Medallion in 1999. The Government won the Award for Continuing Excellence (ACE) in 1998, also awarded by the U.S. Senate Productivity and Quality program. Chesterfield is only one of a few Counties nationwide to earn a "triple – triple A" bond rating. The County has a well-educated workforce and provides a high quality of life for citizens.

The Government and Schools maintain staff of about 13,300 full and part-time employees. Chesterfield Public Schools, one of the hundred largest school districts in the nation, has 59 schools with over 53,000 students. The fiscal year begins on July 1. The Government's General Fund total budget for 2003 is approximately \$515 million, which includes operating transfers to the Schools of \$220 million. The School Operating Fund's total budget for FY2003 is approximately \$403 million, which includes the funding received from the County.

1.3 Overview of Project

Several departments are responsible for financial functions within the County. The Government and Schools have their respective Budget Departments, each responsible for the creation, adoption and monitoring of the budgets. The Government provides centralized Purchasing and Accounting Services to all local government departments and Schools, including some of the external financial reporting. The

Schools have a Purchasing liaison and Accounting staff that coordinate with the School locations and the centralized Purchasing and Accounting departments. Additionally, School Accounting and Budget staff provides certain services specific to the School's operations, including reporting to the state's Department of Education. The County has an elected Treasurer who is the custodian for all cash and investments related to the combined operations. The Government has the authority to issue debt that supports both the Government and the Schools Capital Improvement Programs (CIP).

The Government and Schools have their own respective Human Resource (HR) and Payroll functions using the same base HR/Payroll system. The Government and Schools are two separate tax-reporting entities and have separate Employer Identification Numbers (EIN). The Government's Information Systems Technology (IST) department provides support for the HR/Payroll systems; however, the Schools and certain Government departments have in-house developed systems to fill functional gaps that exist with the centrally provided systems.

There are two vendor software systems currently in place that support the financial, human resource and payroll functions. The GEAC financial system, E-Series (formerly MSA), was implemented in 1985. The most recent upgrade was implemented in support of Y2K. The Human Resource and Payroll software, a product of Integral, was implemented in 1992. This COBOL application houses employee data for HR and payroll processing. The Government maintains a separate client/server front end for HR that is also an Integral product. The Schools have developed separate databases for applicant tracking and querying and reporting employee information. The Government and Schools currently use separate, in-house developed COBOL time and attendance systems. Cash receipting in the Treasurer's office is facilitated through an in-house developed FoxPro system known as TRAITS.

The Government employs 3,005 full-time and approximately 970 part-time employees. Many of the part-time employees are seasonal. The Schools employ approximately 6,510 full-time employees and 2,800 substitutes, part-time and occasional employees. Of the 6,510 full-time employees, about 770 work year round while 5,740 are teachers, administrators, and support personnel with widely varying work schedules and contract obligations.

1.4 Business Drivers

The purpose of this RFP is to solicit software and implementation services to replace the existing financial, human resources and payroll systems with an integrated, enterprise-wide System. The County wants to implement an integrated System that will support the following goals:

- Improve efficiency and effectiveness of administrative and business processes through use of "best business practices"
- Provide web access to integrated information
- Enhance ad hoc reporting and query functionality
- Eliminate duplication in data entry and storage and in information systems
- Ensure flexibility to meet continuously changing customer and legal requirements

1.5 Project Scope

County functional areas included in the project (**by phase**) are:

Human Resources/Payroll: (January 2005 (Phase 1A) – April 2005 (Phase 1B))

Benefits
Compensation
Employee Self-Service
Personnel Requisitions, Internet Applications and Applicant Tracking
Personnel
Position Control
Training, including Licensing, Certifications
Payroll
Time and Attendance

Financial: (July 2005 (Phase 2))

General Ledger
Budget Development and Control
Purchasing
Accounts Payable
Grants and Projects Accounting and Management
Cash Management
Asset Management
Accounts Receivable

The County is open to changing business processes to minimize, if not eliminate, the need for customization of the software code. However, offerors should note that while the County anticipates that the Government and Schools can implement the financials suite cohesively, **business processes for human resources and payroll differ greatly between the Government and Schools.**

In addition to implementation of the functionality listed above, the County is seeking change management services from the implementation vendor. The County expects to undertake a majority of the activities, but would like assistance from the implementer in the development of a change management plan. The vendor will also provide strategic oversight during the execution of the change management plan.

The implementation vendor will also assist the County with business process re-engineering. While the County realizes that process analysis is already inherent in the implementation design phase of a new financial, human resources, and payroll system (e.g. an implementer provides this service in their base costs), certain processes are of particular interest to the County and will likely need to be re-engineered. Those processes include:

- Time and attendance
- Budget preparation and monitoring using position control
- Recording pre-encumbrances/invoices when goods and services are purchased without a purchase order
- Additional compensation beyond contract work for Schools (e.g. academic and athletic supplements, curriculum writing, athletic even workers, adult education)

The vendor should not plan to expend a lot of time on the “As-Is” processes, as the County has no intention of re-implementing their current processes. Rather the implementation vendor should plan to

assist the County in determining how best to utilize their system's built-in best business practices, while at the same time, meeting the unique needs of the Government and the Schools.

The County anticipates an implementation rollout strategy in two phases. Phase I will focus on Human Resources and Payroll functionality, followed by Financials functionality in Phase II. The County's preferred schedule assumes that the project will start in March of 2004 and that at least core Human Resources and Payroll functionality will go live on January 1, 2005. Phase II - Financials will go live on July 1, 2005, consistent with the fiscal year beginning. The County is willing to consider phasing of the Human Resources and Payroll functionality into two sub-phases, if necessary. The County encourages vendors to propose alternative implementation timeframes and rollout strategies based on previous experience or for reasons such as risk mitigation. However, pricing must reflect the schedule provided above. Any alternate schedules proposed must have specific rationale as to why that schedule would be in the best interest of the County.

1.6 Consultant

The County has retained the services of the Government Finance Officers Association (GFOA) to assist with proposal evaluation, staffing requirements, the software licensing agreement, the implementation services contract, the Statement of Work development, and contract negotiations. GFOA's role is to provide information and facilitate analysis. The selection of the software and services Offeror is solely the responsibility of the County.

2.0 SUBMITTAL REQUIREMENTS

MANDATORY PRE PROPOSAL CONFERENCE

A MANDATORY pre-proposal conference will be held on June 12, 2003 at 1:00 p.m. EST in School Board Rooms A and B, Chesterfield County Public Schools Administration Building, 9900 Krause Road, Chesterfield, VA 23832.

Any Offeror interested in submitting a proposal in response to this request **MUST** have a representative in attendance at this meeting. Proposals received from Offerors not represented at this mandatory conference will not be accepted or considered.

Offerors are encouraged to submit their questions in advance of the pre-proposal conference. Questions to be answered at this conference may be forwarded via email by June 10, 2003, to Mr. Marty Franciscus at franciscusm@chesterfield.gov. Written responses to questions received prior to and at the pre-proposal conference will be available at www.chesterfield.gov/ManagementServices/Purchasing/purchase.htm as soon as possible after the pre-proposal conference.

The issuance of a written addendum is the only official method by which interpretation, clarification, or additional information will be given by the County. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Interested Offerors should review the Pre-qualification questions discussed in Section 3.2: Pre-qualification Process and the forms found in Section 5.0: Attachments C and D.

2.1 **General Terms and Conditions of the RFP**

- 2.1.1 No contact Policy: Once proposals are received by the County, **any contact** initiated by any offeror with any County representative, other than the representative listed herein (Section 2.1.12), concerning this RFP is prohibited. Any such unauthorized contact may cause the disqualification of the offeror from this procurement transaction.
- 2.1.2 Non-Appropriations: The continuation of the terms, conditions, and provisions of this contract beyond the fiscal year is subject to approval and ratification by the Chesterfield County Board of Supervisors (and the Chesterfield County School Board, as applicable) and appropriation by them of the necessary money to fund said contract for each succeeding year.
- 2.1.3 Choice of Law and Venue: Any disputes under a resulting contract, that cannot be resolved between the County of Chesterfield and the offeror, must be resolved in the Circuit Court of Chesterfield County, Virginia. Any resulting contract shall be governed by the laws of the Commonwealth of Virginia.
- 2.1.4 Termination: It shall be the sole right of the County to terminate any contract for any reason, including convenience, upon written notification to the Contractor.
- 2.1.5 Nondiscrimination Clause: In accordance with Section 2-48 of the *Code of Chesterfield*, and

Section 11-51 of the *Code of Virginia*, every contract for goods or services over \$10,000 shall include the following provisions:

1. During the performance of this contract, the Contractor agrees as follows:
 - A. The Contractor will not discriminate against any employee or applicant for employment because of disability, race, religion, sex or national origin except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - B. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. Drug Free Workplace: During the performance of this contract, the contractor agrees to:
 - A. Provide a drug-free workplace for the contractor's employees.
 - B. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
 - C. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace.

For the purposes of this section, "drug-free" workplace means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

The Contractor shall include the provisions of the foregoing paragraphs A, B, and C in items 1 and 2 in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- 2.1.6 Right To Audit: Contractor's records shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by the County to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by Contractor of any of its payees pursuant to execution of the contract. Such records subject to examination shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this contract.

For the purpose of such audits, inspections, examinations and evaluations, the County shall have access to said records from the effective date of this contract, for the duration of the work, and until two (2) years after the date of final payment by the County to Contractor pursuant to this contract.

The County shall have access to Contractor's facilities, shall have access to all necessary records, and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this article. The County shall give Contractor reasonable advance notice of intended audits.

Contractor shall require all subcontractors, insurance agents, and materials suppliers (payees) to comply with the provisions of this article by insertion of the requirements hereof in a written contract agreement between Contractor and payee. Failure to obtain such written contracts, which include such provisions, shall be reason to exclude some or all of the related payees' costs from amount payable to Contractor pursuant to this contract.

If an audit inspection or examination in accordance with the article, discloses overcharges (of any nature) by Contractor to the County in excess of five percent (5%) of the total contract billings, the actual cost of the County's audit shall be paid by Contractor.

- 2.1.7 Basis for Award: Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation **criteria and the evaluation process** stated in the RFP, and any other information or factors deemed relevant by the County, shall be utilized in the final award decision.
- 2.1.8 **Proprietary Information: Section 11-52 D of the Code of Virginia states: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder, offeror, or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary."**
- 2.1.9 Minority Bidders: The Chesterfield County Purchasing Department encourages all businesses, including minority and women-owned businesses to respond to all Invitations to Bid and Requests for Proposals, and if not already on the County's mailing list, to request application for inclusion on the list. Should you be interested, please contact this office at (804) 748-1617 and request an application or visit our website to download the application.
- 2.1.10 Environmental Management: Vendor/Supplier/Contractor will be responsible for complying with all federal, state and local environmental regulations relating to transportation, handling, storage, spillage and any other aspect of providing the services specified herein, as applicable.
- 2.1.11 All Offerors hereby certify that they have carefully and thoroughly reviewed this RFP and understand the nature and the scope of work to be done and that their proposal is based upon the terms, specifications, requirements, and conditions of the RFP. The Offeror further agrees that the performance time specified is a reasonable timeframe, having carefully considered the nature and scope of the project.

- 2.1.12 Additional information or questions. Questions of a process or procedural nature which may arise as a result of this RFP should be directed to Mr. Martin W. Franciscus, Senior Contract Administrator at phone: (804) 748-1703, fax: (804) 717-6378 or email: franciscusm@co.chesterfield.va.us.
- 2.1.13 Time is of the essence and any proposal or addenda pertaining thereto received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the sole responsibility of the offeror for ensuring that their proposals are stamped by Purchasing Department personnel before the deadline indicated in Section 2.2.1. Proposals and/or any addenda pertaining thereto, received after the announced time and date of receipt, by mail or otherwise, will be returned. However, nothing in this RFP precludes the County from requesting additional information at any time during the procurement process.
- 2.1.14 In the event that the County is closed due to inclement weather and/or emergency situations prior to or at the time set aside for receipt of proposals, the published due date will default to the next open business day at the same time.
- 2.1.15 If you are an individual with a disability and require a reasonable accommodation, please notify the Purchasing Department at (804) 748-1617, three working days prior to need.
- 2.1.16 Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County of Chesterfield reserves the right to award in part or in whole or to reject any or all proposals. Any requirements listed herein are intended to describe qualifications, certifications and or experience considered to be vital and should be used as guidelines for proposal submission. Firms not meeting any requirements listed herein are encouraged to list and/or demonstrate alternate qualifications, certifications and/or experience for consideration.
- 2.1.17 Any proposal submitted MUST include the Signature Sheet, which has been signed by an individual authorized to bind the offeror. All proposals submitted without such signature may be deemed non-responsive. The Signature Sheet shall be labeled Attachment A1.
- 2.1.18 RFP Process: Offerors are to submit written proposals which present the offeror's qualifications and understanding of the work to be performed. The offeror's proposal should be prepared simply and economically and should provide all the information which it considers pertinent to its qualifications for the project and which respond to the Scope of Services and Evaluation Criteria listed herein. Emphasis should be placed on completeness of services offered and clarity of content.
- 2.1.19 For information pertaining to the award of this procurement transaction, offerors may access public notification electronically at:
www.co.chesterfield.va.us/ManagementServices/Purchasing/purchase.asp
- 2.1.20 If you desire not to respond to this proposal, please forward your acknowledgment of NO PROPOSAL SUBMITTED to the Chesterfield County Purchasing Department, P.O. Box 51, Chesterfield, VA 23832-0051. Failure to comply may be cause for removal of your company's name from the vendor list for subject commodity.
- 2.1.21 Total Quality Improvement Initiative: In order to continuously improve the efficiency and effectiveness of all public services provided, Chesterfield County has adopted and implemented the TOTAL QUALITY concept in its approach to organizational management. Listed herein for all

prospective offerors to the County is an overview of the County's TOTAL QUALITY IMPROVEMENT (TQI) initiative. Offerors should review this information in order to familiarize themselves with the management philosophies and environment of the County prior to responding to request for proposals.

Chesterfield County is a leader in the application of innovative and successful management approaches. The County's leadership has resulted in numerous awards and broad recognition of the County and its employees. A constantly growing demand for additional and enhanced services has prompted the County to seek even higher levels of innovation and service excellence.

The TQI initiative is led by front line workers, supervisors, department directors, and the County's Leadership Group. Their intensive involvement in quality improvement demonstrates the County's commitment to the TQI values and principles of the initiative.

The TQI initiative includes specific guidelines for values and principles regarding the involvement of every employee within the organization. Implementation of TQI demonstrates the County's commitment to the importance of each individual.

A high standard of ethics, fairness, integrity, trust, responsibility, and creativity are integral concepts of the TQI Initiative. Adherence to these values is expected of all employees of the County, and the County, therefore, expects that all vendors will strive for and continuously improve their customer service.

- 2.1.22 The County's Definition of Total Quality Improvement: TQI is the employee, customer, and team oriented approach to work, problem solving, and decision making that depends upon individual employee commitment to improving work processes through the analysis and utilization of data.
- 2.1.23 Chesterfield County's TQI Mission Statement: Providing a first choice community through excellence in public service. To achieve excellence, all employees of the County will participate in the continuous evaluation and quality improvement of our services in order to meet or exceed customer expectations.
- 2.1.24 Commitment to Diversity and Chesterfield Businesses: Chesterfield County is a rapidly growing progressive community consisting of an increasingly diverse population. This diversity provides for a dynamic and robust community that promotes growth. Chesterfield County believes that all of its citizens should benefit from this economic growth without regard to race, color, religion or economic status.

The county is committed to increasing the opportunities for participation of minority business enterprises, woman-owned businesses and businesses located in Chesterfield County to ensure diversity in its procurement and contract activities. These businesses are encouraged to respond to all Invitations for Bids and Requests for Proposals. In addition, the county strongly encourages each Contractor and/or supplier with which the county contracts to actively solicit minority business enterprises, woman-owned businesses and businesses located in the county as subContractors/suppliers for their projects.

Upon award/renewal of the contract, the successful bidder/offeror shall furnish data requested on the Certification of SubContractor/Supplier Activity form included in this IFB/RFP document. This information will enable the county to document the dollar level of activity and measure the success of its purchasing and contracting efforts in this endeavor. This Certification shall be labeled Attachment A2.

2.1.25 Definitions - For purposes of Chesterfield County's classification and reporting program, in cooperation with the Virginia Department of Minority Business Enterprise, the following definitions apply:

Woman-Owned Business (WOB) - a business concern that is majority owned by a woman who also controls and operates the business. In this context, "control" means exercising the power to make policy decisions, and "operate" means being actively involved in the day-to-day management.

Minority Business Enterprise (MBE) - a business enterprise that is owned and controlled by one or more socially and economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: African Americans, Asian Americans, Native Americans, Eskimos and Aleuts. (Reference: 2.1-6432.1 of the *Code of Virginia*)

Chesterfield Business (CB) – any private business enterprise, located within the jurisdictional boundaries of Chesterfield County.

Minority - a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following:

Asian Americans - all person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands including but not limited to Japan, China, Vietnam, Korea, Samoa, Laos, Cambodia, Taiwan, northern Marinas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Srilanka and who are regarded as such by the community of which these persons claim to be a part.

African Americans - all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.

Hispanic Americans - all persons having origins in any of the Spanish-speaking peoples of Mexico, South or Central American, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.

Native Americans - all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.

Eskimos and Aleuts - all persons having origins in any part of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.

Members of other groups - all other individuals found to be socially and economically disadvantaged by the United States Small Business Administration under Section 8(a) of the Small Business Act (15USC637)[a]. (VR486-01-02; September 9, 1992)

2.2 Proposal Submission and Delivery

2.2.1 In order to facilitate the analysis and responses to this RFP, each respondent is required to

prepare the proposal with the instructions outlined in this section and **shall structure the proposal response so that it contains individual tabs/sections** detailing proposed services. Proposals should be prepared as simply as possible with straightforward, concise descriptions of the respondent's capabilities to satisfy the requirements of the RFP. The respondent should also provide description or information about other features or value-added components included or available in the proposed System that have not been requested as part of the RFP if these features are included in the cost proposal. The County may give additional consideration to respondents who are proposing additional features that are of value to the County.

Expensive bindings, color displays, promotional materials, demo CDs etc., are not needed. Emphasis should be concentrated on accuracy, completeness, and clarity of content and all information should be presented in a non-technical format to ensure understanding. All responses must be tailored specifically for Chesterfield County. "Boilerplate" materials or examples, such as a sample implementation plan, will not be looked upon favorably.

Offerors shall have received a CD-ROM or downloaded the following documents that contain Section 5: Attachments, from the RFP:

Attachments to be completed by Offerors:

- A. Purchasing Requirements
 - A.1 Signature Sheet
 - A.2 Certification of SubContractor/Supplier Activity Form
- B. Prequalification Form for Software Vendor
- C. Prequalification Form for Implementation Services Firm
- D. Client Reference Form –Software Vendor
- E. Client Reference Form – Implementation Services Firm
- F. Client Reference Form – Third Party Vendor
- G. Cost Schedules
 - Schedule 1 – Cost Summary
 - Schedule 2 – Software Licensing Fees
 - Schedule 3 – Professional Services
 - Schedule 4 – Customization Costs
 - Schedule 5 – Training Costs
 - Schedule 6 – Travel and Other Costs
- H. Detailed Technical and Functional Requirements
- I. Proposed Staffing Plan

Hard Bound Copies

The offeror shall submit ten hardbound copies of the response with the response in binders with tabs. The organization of the proposal and the tabs are defined in Section 4.0: Detailed Submittal Requirements.

Electronic Copies

The offeror shall also submit all information, including attachments, as an electronic version (on CD-Rom only). Four complete CD's must be submitted.

Mark the outside of packaging with **RFP #03-5107-8820** and proposal subject, **"An Integrated Financial/HR Management System."**

Submittals for **" An Integrated Financial/HR Management System "** will be received no later than

5:00 P.M. EST on July 10, 2003, in:

Chesterfield County Purchasing Department
Administration Building, Room 402, Fourth Floor
9901 Lori Road
P. O. Box 51
Chesterfield, VA 23832-0051

Should you decide to utilize an express delivery service, please note that we are located at the intersection of Ironbridge Road (State Route 10) and Lori Road: 9901 Lori Road, Room 402. **Proposals will not be accepted via Fax machine or Internet E-mail.**

Time is of the essence and any proposal or addenda pertaining thereto received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the sole responsibility of the offeror for ensuring that their proposals are stamped by Purchasing Department personnel before the deadline of **5:00 P.M. EST on July 10, 2003**. Proposals and/or any addenda pertaining thereto, received after the announced time and date of receipt, by mail or otherwise, will be returned. However, nothing in this RFP precludes the County from requesting additional information at any time during the procurement process.

2.3 Project/Contract Description/Contractor Qualification

- 2.3.1 Any resulting contract shall be effective upon endorsement and shall be in effect through a period to be determined as a result of this request. Contract fees/rates shall remain firm for the entire term of the contract and a minimum of 24 months after the system acceptance date. The right is reserved by the County to cancel contract for cause by furnishing written notification to the Contractor. The right is further reserved by the County to negotiate additional services if deemed to be in the best interest of the County.

From time to time during the implementation period and afterward, the County may elect to have Offeror perform services that are not specifically described in the Statement of Work but are related to the contracted services (the "New Services"), in which event Offeror shall perform such New Services on a time-and-materials basis, at an hourly rate not to exceed the hourly rate negotiated in this contract for each of the Offeror Personnel assigned to perform such Services.

- 2.3.2 The Contractor and all staff, employees, agents, and representatives shall fully comply with all federal, state, and county laws and/or mandates applicable to the services to be provided.
- 2.3.3 The Contractor shall ensure that all its staff, employees, agents, and representatives observe all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.
- 2.3.4 The Contractor shall cooperate with County officials in performing all services/work so that interference with normal operations/programs will be held to a minimum.
- 2.3.5 Submission of a proposal shall constitute agreement to include the provisions contained herein and/or in the Offeror's proposal in any resulting contract negotiated between the parties unless an exception or clarification to any such provision is clearly indicated in the proposal response labeled "Exceptions and Clarifications" and each such exception or clarification specifically refers to the applicable objective or specification. See Section 4.11: Acceptance/Exceptions and Clarifications.

- 2.3.6 By submitting a proposal, the Offeror agrees that it is satisfied of the conditions and requirements to be met, that it fully understands their obligation, and that it will not make any claim for, or have the right to cancellation of or relief from the contract due to any misunderstanding or lack of information.
- 2.3.7 Chesterfield County, in accordance with the Code of Virginia, does not discriminate against faith-based organizations.

2.4 Locality Responsibilities

- 2.4.1 Provide to Contractor all information in possession of County which relates to County's requirements for the services/system or which is relevant to the contract.
- 2.4.2 Assist the Contractor on obtaining permission to enter public or private property as required for contractor to perform its services.
- 2.4.3 Examine all deliverables, reports, analysis, studies, tests, results, proposals, and any other documents presented by the Contractor.
- 2.4.4 Designate a person to act as the County's representative with respect to the services to be provided under any resulting contract, after the contract has been awarded. Such person shall have the authority to transmit instructions, receive information, interpret, and define County policy and decisions pertaining to Contractor's services.

2.5 Specific Terms and Conditions of the Contract

- 2.5.1 This RFP is a request for software **and** implementation services. Each proposal submitted shall include software, implementation services and pricing for the entire scope of products and services contained in the RFP. Except where a software vendor is proposing to perform implementation services also, software vendors are expected to partner with a firm **certified** to implement their software and **must attest** to the firm's certification in the transmittal letter to the proposal. Separate proposals will be considered non-responsive.
- 2.5.2 A software firm can be in more than one proposal; however, an implementation firm can be in only one proposal. The County will only accept proposals from software firms and not from third-party resellers.
- 2.5.3 The County expects to enter into a software licensing agreement with the software firm and an implementation services agreement with an implementation firm (if it is different from the software firm).
- 2.5.4 This procurement involves a negotiated software and implementation services contract. Once the County conducts its evaluative processes and identifies, in the sole opinion of the County, the most viable Offerors, competitive negotiations may take place with the Offerors on all cost elements of completing the project. Firms that contend there is no flexibility for a particular negotiation item may not be elevated to the final negotiation phase.
- 2.5.5 The County shall only accept proposals that include software subject to Offeror "perpetual" licenses (i.e. the County purchases and retains the license to use the software forever) "fixed" fee services (i.e. license fees, maintenance, and support costs are set for specified period of time). Proposals on implementation services are expected to be on a "not-to-exceed" basis where the County

compensates Offerors on the basis of hours and expenses incurred up to a ceiling amount. If there is a “residual” amount at the end of the project (difference between total implementation contract amount and actual total costs), the County will retain the difference by simply not spending the funds. By contrast, if the implementation cost ceiling is exceeded, the Contractor shall complete the work at no additional compensation, unless the County does not meet clearly specified contractual obligations. Finally, the County reserves the right to ask Offerors during negotiations to resubmit proposals on either a fixed basis or a combination of fixed and not to exceed basis.

- 2.5.6 All Offerors submitting proposals agree that their pricing is valid for a minimum of one year after proposal submission to the County.
- 2.5.7 Evaluation criteria and process: The evaluation criteria and process are set forth in **Section 3.0: Evaluation of Proposals**, of this RFP.
- 2.5.8 References: References may or may not be reviewed or contacted at the discretion of the County. Typically only references of the top ranked short listed offeror or offerors are contacted. The County and/or GFOA reserves the right to contact references other than, and/or addition to, those furnished by any offeror. Neither the County nor GFOA will work through a vendor's Reference Manager to complete a reference—vendors must provide a direct client reference that was involved in a project implemented by the proposed vendor team. Preferred references are similar in size and scope to the County and are on the software version that the County will be implementing.
- 2.5.9 Statement of Work: The finalist vendor shall work with the County to develop a statement of work without charge to the County.
- 2.5.10 Experience of Implementation Consultants: The County reserves the right to request that staff assigned to work on the implementation possess and demonstrate the level of experience and technical and interpersonal skills needed to meet the requirements of the engagement or that they be replaced.

For each consultant, to the extent permitted by, and in accordance with, applicable law, Offeror shall conduct routine reference checks (e.g., work experience), verification of education and technical training, and background checks (e.g., felony and misdemeanor conviction check), and any other checks required by law. Offeror agrees that each consultant will be properly trained to perform the Services and is oriented with respect to the policies and procedures of the County. The County shall not be required to pay any Fees for the services of any consultant prior to such time as the training and orientation required to contribute to the implementation effort is complete.

- 2.5.11 Performance Bond: The Contractor awarded any resulting contract for implementation services shall furnish to the County a performance bond equal to the total sum of the contract amount conditioned upon the faithful performance of the contract in strict conformity with the plans, terms, conditions and specifications of the contract.
- 2.5.12 Retainage: Payments to the Contractor for implementation services will be made at milestones to be agreed upon by the Contractor and the County. The County will withhold twenty percent (20%) of each payment for services in retainage. At the conclusion of the project and the acceptance of the project by the County, the County will remit to the Contractor all monies held in retainage.

2.6 Insurance

- 2.6.1 The Contractor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the County from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverages shall be such as to fully protect the Owner, the Engineer (if applicable) and the general public from any and all claims for injury and damage resulting by any actions on the part of the Contractor or his forces as enumerated above. The Contractor shall furnish a copy of an original Certificate of Insurance, naming Chesterfield County and Chesterfield County School Board as an additional insured. Should any of the policies be canceled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder. The Contractor shall furnish insurance in satisfactory limits, and on forms and of companies that are acceptable to the Owner's Attorney and/or Risk Management and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this contract.

At a minimum, the insurance to be included shall include, General and Excess Liability and Workers Compensation.

INSTRUCTIONS REGARDING INSURANCE CERTIFICATES

The Contractor and his insurance company should carefully review the insurance requirements applicable to this job. All requirements must be met before the County will execute the contract. In particular, we would call your attention to the following:

1. Please note that the Insurance Certificate must state that the Commercial General Liability and the Umbrella Liability Insurance Policies name **Chesterfield County and Chesterfield County School Board** as an additional insured. This requirement may be met by placing the following language on the Certificate. Many Certificates have a space headed **"OTHER"** where the language may be inserted as follows:

All general liability and excess liability policies coverages listed hereon name Chesterfield County and Chesterfield County School Board, as an additional insured.

2. The Insurance Certificate must also contain the required statement concerning notice of cancellation or other change in coverage. The statement used on some Certificate forms is not acceptable. The statement, which is required by the contract documents, reads as follows:

"Such certificate shall provide that in the event of the cancellation of the policy or policies listed on such certificate, not less than 30 days notice in writing shall be given to the County.

NOTE: The cancellation clause in the Insurance Certificate shall be modified by striking the words 'endeavor to' in the second line and by striking the clause reading 'but failure to mail such notice shall impose no obligation or liability of any kind upon the company'."

3. The Certificate Holder should be listed as:

County of Chesterfield, VA

c/o Purchasing Department
P. O. Box 51
Chesterfield, VA 23832-0051
Contract No. 03-5107-8820

4. Certificate of Insurance must have an original signature.

3.0 EVALUATION OF PROPOSALS

The County shall make an award on the basis of best value. Best value is defined as a combination of quality, price, and the elements of required services that in total are optimal relative to the County's needs.

Chesterfield's evaluation process will be comprised of several phases:

Pre-qualification

- Phase I Detailed review of proposals
- Phase II Demonstrations and references
- Phase III Further evaluation of elevated offerors
- Phase IV Contract negotiations

The County has developed a schedule for procurement process activities and reserved corresponding times on staff calendars.

Event	Date
Mandatory pre-proposal conference	June 12, 2003
Proposals due	July 10, 2003
Conduct scripted demonstrations and implementation interviews with elevated Offerors	September 2–12, 2003 (tentative)
Conduct technical demonstrations with elevated Offerors	mid-October 2003 (tentative)
Conduct site visits for elevated Offerors	October 2003 (tentative)
Discovery sessions with elevated Offerors	November 4 - 5, 2003 (tentative)
Begin contract negotiations	November 7, 2003 (tentative)

3.1 **Selection Team**

A cross-functional team of County staff will comprise the Selection Team, with representation from the functional areas defined in the ERP Core Team portion of the Project Organization Chart in Appendix E. This team is responsible for evaluation and scoring of the proposals, vendor demonstrations, and other evaluation tasks that may include site visits.

A broader Advisory Group consisting of subject matter experts from County departments will be established to participate in various phases and provide input on specific modules that are being assessed. The Advisory Group members will provide input to the Selection Team on the specific modules they evaluate and the overall functionality of the solutions being considered.

The Selection Team will make a procurement recommendation to the Project's Executive Sponsors and Steering Committee.

Final contract award must be presented to the School Board and the County Board of Supervisors for approval.

3.2 **Pre-qualification Process**

Pre-qualification Process for Software Vendor

In the event of a “NO” response to any of the questions listed in Attachment B, the proposal does not meet the County’s requirements. The County appreciates your interest, however, the proposal will not be considered responsive.

Pre-qualification Process for Implementation Firm

In the event of a “NO” response to any of the questions listed in Attachment C, the proposal does not meet the County’s requirements. The County appreciates your interest, however, the proposal will not be considered responsive.

3.3 **Phase I – Detailed Review of Proposals**

For all proposals that meet the pre-qualification requirements, this phase involves an assessment of the major strengths and weaknesses of each joint software/implementation proposal, including discussion of the extent to which each proposal meets the RFP requirements as evidenced by the information submitted in the proposal.

The goal of this phase is to identify the most responsive proposals for elevation to Phase II Demonstrations. The evaluation criteria to be used during this phase includes the following:

- Experience/qualifications of software vendor and implementation firm in the public sector.
- Viability and vision of software vendor and implementation firm.
- Responses to the business requirements.
- Ability to meet general procurement requirements.
- Implementation strategy, staffing, and plan.
- Cost of System acquisition, ongoing maintenance and upgrades, and other cost components.
- Recent references at other public sector entities.
- Technical Architecture to ensure that the infrastructure of the application supports expansion, integration, and support.

3.4 **Phase II – Demonstrations**

Functional Software Demonstrations

The main objective of the demonstration phase will be to assess the extent the vendor’s product will meet the business needs of the County. These vendors elevated to this phase will be expected to spend two days demonstrating scenarios and exercises from “scripts” provided by the County. Failure to follow the demonstration scripts will result in a less favorable evaluation. The County will provide an Internet connection through the County’s Internet service provider, however, access and/or response time problems may be experienced. Each vendor should evaluate the risks and consider supplying their own servers and network and plan accordingly.

These scripted demonstrations will be used to assess the following:

- Ability to successfully demonstrate the business requirements as required by the scripts.
- Ability to support the County’s business improvement goals.

- Ability to propose solutions to the County's current and future needs.
- The flexibility offered by the System and its ease of use.

The demonstrations will be considered in the final evaluation of the proposal.

References will also be part of the evaluation criteria for Phase II. The County will be seeking what other client's experiences have been with software and vendor performance and relationships, the ease and cost of upgrades and maintenance, and full-time staffing needs once implementation is complete.

At the end of Phase II selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal. It is anticipated that at least two offerors will remain for further evaluation.

3.5 **Phase III – Further evaluation of elevated offerors**

Phase III will be comprised of technical demonstrations and site visits with the finalists.

3.6 **Phase IV – Contract Negotiations**

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the County shall select the offeror, which, in its opinion, has made the best proposal and award the contract to that offeror. Should the County determine in writing and in its sole discretion that only one offeror is fully qualified or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

The County will ask for written clarification/updates to the initial proposal from the finalists, including any exceptions the vendors may have to contract conditions included in the RFP. Discovery sessions will allow all parties to seek clarification on project scope, expectations, and ask any needed questions. Negotiations with elevated Offerors will seek any information the County needs to satisfy concerns and issues and may include a review of certain software functionality and/or any aspect of the proposal where questions remain. Software licensing agreements will be reviewed in detail with these Offerors, and exceptions to the proposed contract conditions will be reviewed and evaluated.

Once contractual issues are reviewed, the County will move forward with one finalist upon the condition that the parties are able to agree upon a contractual Statement of Work. The Offeror and the County, with GFOA's assistance, will jointly develop the Statement of Work, which must be approved by the County. Software and implementation services agreements will be finalized. If agreement cannot be reached with the finalist vendor, the County may elevate any of the other proposals submitted in response to the RFP for further evaluation and negotiations. Furthermore, the County reserves the right to elevate any previously non-elevated offeror if the County deems it in its best interest.

4.0 DETAILED SUBMITTAL REQUIREMENTS

4.1 Proposal Format

Offerors are required to use the following format when preparing their response:.

<u>Section No.</u>	<u>Title</u>
	Title page
	Letter of Transmittal
	Table of Contents
1	Executive Summary
2	Scope of Services
3	Background Information, Vision and Viability
4	Business Needs – Narrative Responses
5	Application Software General Requirements
6	Technology Requirements
7	References
8	Client Partnerships
9	Warranty
10	Acceptance/Exceptions to the RFP
11	Cost Proposal
12	Responses to the Technical and Functional Requirements
13	Implementation Plan
14	Third Party Products/Optional Software
15	Staffing Plan
16	Training Plan
17	Maintenance and Support Programs

4.2 Executive Summary (Proposal Section 1)

The proposal shall provide a narrative, prepared in non-technical terms, summarizing the vendors' (Proposal Team) joint proposal. Cost quotations shall not be included in this summary.

The executive summary should address items such as:

- Mitigation of potential risks
- Change management
- Business process re-engineering
- Data conversion requirements
- Interfaces
- Training

The executive summary should identify the primary contact for the Proposal Team including name, address, telephone number and e-mail address.

4.3 Scope of Services (Proposal Section 2)

The proposal shall include a general discussion of the offeror's understanding of the overall project and a summary of the products and services being proposed, including the timetable proposed and any key assumptions made to facilitate completion of the proposal.

4.4 **Background Information, Vision, and Viability (Proposal Section 3)**

The Proposal Team shall provide the following information about **each** company and **any** company that it is proposing partnering or sub-contracting with to fulfill this contract so that the County can evaluate the Proposal Team's stability and ability to support the requirements set forth in RFP. This includes other software vendors proposed to meet the requirements. The County, at its option, may require a vendor to provide additional documentation to clarify and/or support requested information.

1. Legal name of the company and a brief description of the company size and organizational structure, including:
 - a. Date since the company has been in business
 - b. Date since the company has been selling the proposed software/services to public sector clients and a description of experience with public sector customers
 - c. Present status of the company
2. Description of the software vendor's long-term development strategy and plans to ensure that the System proposed and the firm remain viable in the marketplace, including:
 - a. future plans for the public sector market and related functionality
 - b. the future direction of the technology of products proposed;
 - c. any additional history of company and the proposed products, if needed.
3. Listing of public sector customer installations by name, state, product/module and no. of users. Virginia customers and/or joint local government/School installations should be listed first.
4. Listing of previous engagements the software vendor and primary implementation firm have completed together.
5. Any industry analyst research/ratings, letters of client endorsements, etc. that is indicative of the company's capabilities.
6. One year of most recent audited financial statements. Software vendor should also provide 3 years of financial history that addresses, at minimum, 1) revenue, 2) profit, 3) research and development expenditures in dollars and as a percentage of annual revenue. All information provided will be used solely for the purpose of evaluating the financial viability of the firm and will be held in the strictest confidence (See Section 2.1.8).

4.5 **Business Needs – Narrative Response (Proposal Section 4)**

The County has several functionality requirements that may be difficult to meet based on our limited knowledge of Systems available today. Offerors shall respond to how the proposed System can be implemented to resolve each of the following issues. Relate your response back to the respective issues using the numbering scheme included below. Include proposed solutions if the System has shortfalls and cannot address the situations described. Be specific if the functional requirement will be met through customization that will require a change to the underlying source code or if an external module will be need to be designed and interfaced or integrated into the packaged software proposed.

A. General Ledger

1. Explain how the System accommodates Generally Accepted Accounting Principles and Governmental Accounting Standards Board requirements through general ledger. For example, GASB requires reporting for basic governmental operations using both the modified accrual basis of accounting and the accrual basis of accounting. Currently,

this issue is being addressed through multiple manual processes at year-end and uses linked Excel spreadsheets. Do not limit your response to this one example.

2. County policy requires encumbrance balances outstanding at year-end to be rolled (or carried) forward to increase the budgets for certain funds in the new fiscal year. What options does the System provide for carrying encumbrances forward? Consider and explain: How do the encumbrance roll-forward options work with the accounts payable processes and year-end cut-off of purchase order balances outstanding? How does the encumbrance roll-forward impact budget and fund balance accounts? What are the accounting events generated during the encumbrance rollforward process?
3. Describe any limitations the System may have that result from having two accounting years open and available for inquiry and update at the same time. Also describe how organizational changes within the System impact historical data, current transactions and any unposted transactions when working with 2 open years.
4. Following are the chart of account segments identified by the County. Can the System accommodate all of these chart segments? What limitations does the System's chart structure have for this list of chart segments, looking at them collectively and individually? Describe any logic requirements within the System to facilitate reporting from chart segments.
 - Total Organization
 - Entity
 - Fund type
 - Fund
 - Division/Function
 - Department
 - Division within department
 - Location
 - Program
 - Projects, including project phase and multi-year capabilities
 - Grants, including sub-grant tracking and control and multi-year capabilities
 - Accounts, or object codes
 - Balance sheet accounts
 - Revenues
 - Expenditures
 - Appropriations (budgeted revenue and expenditure accounts)
 - Encumbrances
 - Commitments

B. Budget

1. For budget development purposes the School District uses formulas to develop portions of the budget, for example, student enrollment projections determine individual school budgets and staffing. Some of the variables used in formulas are defined by the state and the County defines some, so flexibility and ease of change is required. Describe how the System allows specific formulas to be built, stored and changed to accommodate budget development.
2. Explain how position control functionality interacts with the budget development process

to facilitate budgeting for salaries and benefits.

3. The Government budget office distributes and collects information from about 75 locations, while the School budget office distributes and collects information from about 125 locations. Describe how the proposed System can enhance the budget development and monitoring processes for these central offices and the various locations. Include whether or not the distributed locations could complete 'what if' analysis or save different scenarios as part of their budget development and budget monitoring and adjustment processes.
4. Describe how a multi-year capital budget can be developed using actual amounts previously budgeted and life-to-date expenditures already recorded.
5. Describe how the System accommodates the Government and Schools' need to use different methodologies for budgeting.

C. Purchasing

1. The County's Purchasing process is decentralized with all departments and schools having the authority to make individual purchases for less than \$1,000, and some units having the authority to make purchases up to \$5,000 for maintenance purchases. About 75% of the total invoices processed are for these purchases. The various budget units need to be able to track the amount of funds used for these purchases as they are made even though no purchase orders are issued for them. Additionally, some departments need a description of what was purchased to meet information requirements. Describe how the System can support meeting this requirement.
2. The County's Purchasing staff establishes contracts with vendors for various commodities, such as office supplies and cleaning supplies. County departments set up "blanket purchase orders" for the estimated dollar total of annual purchases under this contract. The primary purpose of the "blanket purchase order" is to encumber the dollars – the purchase orders are not mailed to the vendor. Invoices are matched against the purchase order to decrement the encumbrance and charge an expenditure as purchases are made. Describe how the System can meet this requirement.
3. At year-end the County needs to close open blanket purchase orders to relieve the encumbrances outstanding prior to the encumbrance roll-forward occurring. What options does the System provide for closing purchase orders other than manually closing each one? How would the accounting entries be handled?

D. Accounts Payable

One of the biggest challenges the County faces in the accounts payable area is reporting travel expenditures by individual. Describe a process the System supports that would facilitate reporting of all travel expenditures by individual, including registrations, airfare, etc. Additionally, what options exist for charging travel advances received directly to an expenditure account and still tracking them within the System?

E. Accounts Receivable

Miscellaneous accounts receivable are generated by several departments within the

County, however they are centrally billed through Accounting and payments are rendered to the Treasurer's office. Describe how the System would allow the information to flow electronically from these several departments for centralized billing, what controls could be maintained within Accounting, and what the process would be for the Treasurer to know how to post payments upon receipt.

F. Grants Accounting and Management

The County does not currently use one system for grant accounting and management, but has multiple Excel spreadsheets, multiple Access databases, and manual processes that combine with life to date general ledger balances to meet reporting needs. Describe the System's grant accounting functionality, including: 1)tracking grants from application to close, 2)chart of accounts capabilities such as allowing expenditure detail to be controlled and monitored, and 3)how the System can help meet the reporting needs of various funding sources that require different formats for financial and reimbursement reports.

G. Projects Accounting and Management

Project management and accounting processes currently use front end Excel spreadsheets that track potential and approved change orders to projects combined with life to date general ledger reports. Projects are often funded over several years in phases using multiple funding sources. Describe how the System's functionality allows project phases to be tracked, change orders to "reserve" funds prior to approval, and how the System can prioritize funding for projects from traditional capital project sources, operating and enterprise funds, and debt proceeds held with trustees.

H. Human Resources/Payroll

The Government and the School District have separate Human Resource and Payroll offices with some similar policies and some distinctly different policies. The County anticipates maintaining this structure.

1. The Government salary ranges are increased at the beginning of the fiscal year. Any employee earning less than the minimum receives a manually processed adjustment to increase their salary to the minimum of the range at the beginning of the first pay period of the new fiscal year (bi-weekly pay periods). On the employee's merit date, the employee's salary is increased by the remaining amount of the merit increase (total merit amount less amount received at the beginning of the fiscal year to reach minimum) as long as the supervisor has completed the employee review process. Detail how the System could automate the processing of salary increases with this scenario. If the increases cannot be processed as they have been in the past, indicate any changes to the salary increase process that would facilitate it becoming an automated process.
2. The Government's Human Resource department would like to use workflow to automate as many of its interactions with departments as possible. The HR department scans documents for file storage using LaserFiche. Describe how the System's workflow could be used to automate processes and how the LaserFiche system could be used for any paper documents that would still be necessary to store in the files.
3. The School District requires the capability to issue contracts of varying lengths with different employees throughout the year. From the period of May through August, an

employee may change positions for the upcoming school year more than one-time, therefore, the final position accepted is the position for which the new contract needs to be issued. Describe how the System functionality will support the issuance of contracts and payments for services rendered for 10 or 11 months of the year over a twelve-month period. Detail what type of adjustments to contract pay will need to be manually calculated if a teacher terminates or begins employment with the School District during the contract year. How will salary earned but not yet paid be accumulated and reflected in the System?

4. The County has many complex rules for calculating employee pay. Some examples include:
- Firefighter 24 hour shifts with various pay differential for working different jobs that require different skills on different days within the pay period
 - Additional pay for certain certifications for certain employee groups
 - School employees working as coaches for stipend
 - Ticket takers working one event, or a series of events, for a flat rate, however pay needs to be approved based on their attendance at the event

Explain how the System provides for calculation of these types of items automatically when the qualifying conditions are met, pointing out additional flexibility within the system.

The County requires a high degree of flexibility to configure online time entry. Different departments may require time to be charged to a project or grant with the need to report on time worked while other departments may require time to be charged to specific job work orders. Additionally, the County compensates both non-exempt and certain exempt employees with compensatory-time at varying rates and allows employees to work a variety of flex schedules. Please explain how time reporting may be configured and how leave balances can be reported on to the department and the employee.

4.6 **Application Software General Requirements** (Proposal Section 5)

The requirements in this section contain the overall minimum general functions required for the County's desired integrated Human Resource, Payroll and Financial System. **When the term "County" is used, the reference is to both the Government and Schools unless otherwise stated.** By meeting requirements and adding the various desired functions, the County's integrated computing environment will be designed to support its special, and often complex, administrative requirements. This computing environment must be designed to accommodate change.

These requirements underlie the detailed checklist of required functions contained in Section 5.0: Attachment H – Detailed Technical and Functional Requirements of this RFP. Together, these sections define a System that will provide a high level of flexibility in meeting the County's current and future computing requirements.

The Offeror shall present information that details the features and capabilities of the System in narrative form. Please provide a narrative description of the following software features, addressing specific issues identified and how the System meets the requirement. Expand when needed to fully explain what the System offers.

4.6.1 **Public Sector.** The County requires budgetary control, commitment and encumbrance accounting that is somewhat unique to the Public Sector. The System shall have capabilities required to account for Governmental Funds, including life-to-date information for capital projects and grants; Proprietary Funds; Fiduciary Funds; pooled cash and investments allocated to the various accounting funds; and the modified accrual and the accrual basis of accounting.

4.6.2 **Flexibility.** The proposed System must be designed to meet the Government and Public School's ever-changing requirements. Flexibility must be provided to meet external and internal management reporting requirements and provide a means to execute ad hoc queries and reports.

The System must easily accommodate changes, additions, or deletions to the database structure without requiring recompilation of programs not directly impacted by the changes.

4.6.3 **Modularity.** The System must be modular in design so new application components can be integrated with the System to accommodate a phased implementation, if desired. Once implemented, the System must be able to easily expand to include new capabilities without negatively impacting previously implemented functionality.

4.6.4 **Integration.** The proposed System shall be an integrated suite of applications that promotes seamless entry and use of information – the System shall require the data to be entered only once.

4.6.5 **Ease of Use.** The System must be user friendly, offer point and click ability, be intuitive to use, and require a minimal number of screens to complete transactions. Customizable, online help must be available throughout the System.

4.6.6 **Drill down.** The System shall provide the drill down query capability to allow the viewer to move from summary information to its detailed support.

4.6.7 **Web Based.** The proposed system must support industry standard web technologies and provide the capability to access and update business information via the Internets and Intranets. The County has identified Internet Explorer release 5.5 or greater as a standard.

4.6.8 **Portals.** The proposed system must provide access to selected audiences with a secure single-sign-on to enterprise wide information and business functions in a personalized format.

4.6.9 **E-government.** The system shall provide E-government capabilities to allow County personnel, customers, and vendors to exchange data and process transactions electronically in the course of normal operations.

4.6.10 **Product Support.** The vendor shall offer ongoing user and technical support in a variety of areas which includes, but is not limited to, training users, installing and configuring product updates as they become available, assistance with workflow design, updates to comply with Federal and Virginia laws, policy changes, software

update utilities, etc. User training for upgrades or feature enhancements must be available.

- 4.6.11 **Workflow.** The System shall use a hierarchical organizational structure that reflects the structure of the County. Business processes will be enabled through the automation of the flow of information, documents, notifications, approvals, and tasks and security and communications between the various departments and workgroups will be improved. The workflow applications must be capable of connecting to LaserFiche document management and Microsoft Outlook and Exchange Server e-mail systems.
- 4.6.12 **Audit Trail.** The proposed System shall provide a detailed audit trail to allow authorized system administrators to trace the history of all changes. Minimum requirements are: before and after images of change, date and time of change, system identifier of person making change.
- 4.6.13 **Data Import/Export Facility.** The System shall permit the import and export of information to and from other systems, e.g., the Government's currently implemented utility billing and tax systems, and must integrate with other desktop and server applications such as Microsoft Office, query and reporting tools, and e-mail. In addition, tools must be available which provide decision support capabilities such as the ability to select a subset and/or summary database from the production relational database management system ("RDBMS"), export information to a spreadsheet, manipulate the information using the same or similar tools and import changes back to the RDBMS for processing.
- 4.6.14 **Screen Adaptability.** The System shall provide user capability of modifying the screens without modifying the source code and making the modified screens available to specific users or user groups.
- 4.6.15 **Imaging.** The System shall interface with the County's Imaging system. The County uses LaserFiche Document Imaging software and WebLink to access scanned documents via the Intranet. The database is proprietary but migrating to Microsoft SQL. See Appendix F Systems Overview, Accounts Payable and Human Resources for more information on usage.
- 4.6.16 **Digital Signatures.** The System shall support or provide the electronic replacement of hand written signatures. The electronic signature will authenticate specific documents or transactions and ensure information has not been altered.
- 4.6.17 **User Reporting and Modeling.** The reporting and modeling capabilities of the System should include but not necessarily be limited to financial and performance analysis, modeling, forecasting, monitoring, and reporting, retrieval of historical data, pre-scheduled reporting, and graphical presentation of data and reports.

Report templates for all delivered System reports should be able to be modified, and new templates for additional reports should be able to be easily generated and saved. Reporting tools should be easy to use to allow end users to create reports

Reports delivered through the application must allow the user to select a field and provide the ability to drill down to the supporting details for that field.

Security must provide for profiles to be developed to limit query and reporting access to employee salaries, benefits, and financial information by department.

The capability to view or build reports on the fly from the Intranet is a high priority. The County uses Crystal Reports for this function. In the future Data Dynamics will be used as an alternative.

- 4.6.18 **Process Controls.** The System must provide edit controls to prevent incomplete or incorrect data from being processed, and programmatic control of the process flow to prevent information from being processed in the wrong sequence. The System must also allow business rules to be changed by the System Administrator.

4.7 **Technology Requirements** (Proposal Section 6)

Offerors are requested to respond to each of the following in narrative form, providing information about the topic that is relative to understanding what the System offers and answering any specific questions asked.

- 4.7.1 **Database.** The County standards for database software for open systems are Oracle and MS-SQL. DB2 is used for mainframe and P-series databases. Response should describe database options and requirements for the proposed system. Identify all toolsets that are bundled or included as part of the enterprise package. Database license options must be described in detail. **Example:** Oracle runtime license required for the system. The database license is included in the application cost, updates to database are provided as part of the application software upgrades and included in the annual maintenance fees, additional client access license (CAL) may be required to provide web access.
- 4.7.2 **Servers.** The County uses Dell, Sun, Compaq and IBM P-series servers. However, the County will consider new proven technologies if required to achieve optimal performance. Response must include requirements to meet optimal performance demands for database, application, and web servers based on the benchmarks for the number and type of users (Refer to appendix B). Include benchmarks as part of response. Response must also identify landscapes (development, staging, production, test) required to support a fully operational system. Response must include the number and type of servers per landscape, memory requirements, disk space, processor speed and the number of processors per server. Include operating system and management software options. The County standards are Windows 2000 and Unix operating systems. **The County will purchase the hardware, operating system software and server management software required for the System implementation.**
- 4.7.3 **Desktop.** The County standard desktop is DELL with Windows operating systems. Response must include desktop requirements to function in a web access environment operating at optimal performance. The desktops will run Windows 95, 98, NT, 2000 and Windows XP and Microsoft Office Suite. Internet Explorer is the standard web browser.

4.7.4 **Network.** The County provides Ethernet LAN and WAN hardware devices connected to a central data center. The standard is 10/100 MB, auto-sensing, switched Ethernet ports to each network device. All devices are connected to network by CAT5 wiring. Cisco is the standard for network hardware. Servers are connected to LAN via 100 MB or Gigabit connection over CAT5 cabling. TCP/IP is the standard protocol. The County supports 2 WAN backbones, Frame Relay and ATM, both are supplied by Verizon. The ATM backbone consists of T1 lines to remote sites; most are configured for 1.5 Mbps, but some are 768Kbps. High schools are 1.5 mbps and middle and elementary are 768kbps. The Frame Relay backbone consists of a mixture of T1 and 56 KB lines; several of the T1 lines are configured for 768 Kbps. Response must include bandwidth and network requirements for LAN/WAN configurations for optimal performance for the proposed system.

4.7.5 **Security.** The response shall describe in detail administrative tools provided with the system to monitor the databases and application. The system must support and interact with a number of hardware and software security controls currently used by Chesterfield County to restrict unauthorized use of applications and associated data including reports viewed over the Intranet and data access via the Internet. The system must provide access logs, logs of administrative actions, intrusion detection and reporting, auditing, reporting and the following levels of authorization: enterprise, schools or county, division, department, section or group, role, person, form or screen, file or database, and field or column. The system must provide password management to meet the following County standards: password length is a minimum 6 positions, case sensitive using Windows standards for complexity, password aging a maximum of 90 days, password reuse minimum tracking of the last 3 passwords, authorized password reset by system and security administrators, and password lock-out after 3 failed attempts to gain access.

The proposed system must also restrict sensitive functions per system, application, and database. Security functions can be performed by a Security Administrator or specific authorizations delegated to an Application Administrator, Print Administrator, or Computer Operators.

Other security requirements include:

- Encryption of sensitive files and data transmissions
- System default security settings are (or can be) set to the most restrictive level of access
- Version Control automated tools for tracking, reporting, and logging change activity
- Automated tracking and control of any required Software Distribution processes
- Allow elimination of unnecessary system services that may cause security risks
- Documented process for security incident handling of patches or fixes for known security or system vulnerabilities
- Documented Reconciliation routines (checksums, hash totals, record counts) utilized by the system
- Provide edits to detect tampering, errors and omissions
- Supports PKI and Digital Signature technology to handle e-commerce solutions
- Appropriate protection of any system or application Access scripts

- The ability to provide Emergency and temporary access to system components or resources for problem resolution
- Provide separation of duties using security groupings based upon job responsibilities (User Access Groups)
- Non-display passwords
- Transmittal of passwords using secure protocols/algorithms
- Controls to prevent individuals from having access to allow fraudulent activity without collusion
- Disconnection or lockout of workstations during designated periods of inactivity
- Control of Remote access
- Secure gateways and ODBC connections
- Security Logon banner
- Audit trails that provide a trace of user actions with Automated tools to review audit trails
- Industry Acceptable SSL, S-HTTPS Secure Encryption
- Industry Acceptable Wireless Security protocols
- Industry Acceptable e-Commerce (EFT, SET, etc) security protocols for processing financial transactions online
- Security supports personalization of Internet, Extranet and Intranet enabled applications
- Portal Tool supports Single Sign-on capabilities to provide customized presentation splash screen based upon the consumer(s) of Internet, Extranet and Intranet enabled applications
- Industry Acceptable Security controls of Internet, Extranet and Intranet enabled applications

The County uses the following software for security management: SecurID is used to control dial-up access to the network. Novell login is currently required for access by dial up and for LAN and WAN access, however, in the near future Active Directory will control this. Top Secret controls file access on the Enterprise Server. The County protects the internal network with Firewall and intrusion detection software. The County contracts with VeriSign for web encryption services. The County's Security and Privacy statement, which follows State guidelines, can be accessed on the Internet (www.chesterfield.gov/privacy.asp).

- 4.7.6 **Administrative Tools.** The System should include administrative tools to monitor utilization, trace database access chains, and optimize file placement and layout. It must permit System audits to determine who has used the System recently and what changes have been made, and must keep a daily transaction journal for the recovery purposes should that become necessary. It must also support performance monitoring tools and activity statistics reporting features. Statistics should be available on database access rates (both update and query) by operator ID, and by date and time of day. The System must provide restart capabilities, as well as database access activity logging and back-out.
- 4.7.7 **Job Scheduling.** Reports and other jobs may require scheduling after the normal workday hours. Response to include job scheduling capabilities, report generation, and means of providing reports on the Intranet for viewing. The County uses ZEKE and OASIS by ASG, INC to control/automate scheduling activities on all platforms.

- 4.7.8 **Backup/Recovery.** The County standard for backup software is Tivoli Storage Manager CTSM. The County requires Data/Record retention/deletion to be performed within the application/database. Backup is performed only to facilitate restore and catastrophic event recovery, not archival.
- 4.7.9 **Batch and On-line Transaction Processing Environment.** The County intends to provide the ability for the users to enter data at the beginning point of a transaction from a web browser on the desktop. To accomplish this, the new System should provide the end user with the ability to enter and query data in an on-line interactive mode. Online queries should provide easy access to the supporting detail within the integrated sub systems. The new System must also be able to accommodate batch entry through data import for external system interfaces.
- 4.7.10 **Analytical Reporting Environment (OLAP).** Describe how the System will allow users to manipulate data for the purposes of determining ratios, cumulative totals, and trends.
- 4.7.11 **Migration Path.** The System must provide migration paths to facilitate future upgrades. Describe how the System tracks changes made to tables, user interfaces, etc. and new user defined tables and fields established and supports these changes during an upgrade. Please discuss any processes necessary to make sure these non-source code changes are carried forward during an upgrade.

4.8 **References** (Proposal Section 7)

The County considers references for both the software vendor and implementation firm (the "offeror") to be important to its decision to award a contract. An offeror who does not provide client names and phone numbers may be eliminated for non-responsiveness. In other words, the County does not want the names of sales representatives who will then call the client.

Software vendors and implementation firms shall provide a minimum of five recently installed or recently upgraded client references that are joint Government and School district implementations of comparable size or larger with a comparable computing environment and requirements. If five joint Government and School district implementations have not been completed, please provide at least three references for Governments and three references for Schools of similar size with comparable business needs and computing environments. Include the location, approximate number of employees, a brief description of the project (including the functional modules implemented), and the year of implementation. Other public sector clients with similar needs to Chesterfield may also be included.

The County's expectations are that the functionality listed is installed and in production. Please inform references that they will be called in the August 2003 timeframe.

4.8.1 **Software Vendors**

Use the Client Reference Form included in Attachment D of this RFP to provide the minimum information required.

4.8.2 **Implementation Services Firms**

Use the Client Reference Form included in Attachment E of this RFP to provide the minimum information required.

4.8.3 Third Party Vendors

Use the Client Reference Form included in Attachment F of this RFP to provide the minimum information required.

4.9 Client Partnerships (Proposal Section 8)

Chesterfield's planned investment in administrative systems is considered a significant, long-term investment.

Describe your vision for a long-term strategic partnership with the County. Be specific about the benefits such a partnership will bring to the County as well as your expectations regarding the role the County should play to contribute to the partnership's success.

4.10 Warranty (Proposal Section 9)

A warranty is required for both the software and implementation services, as specified below:

Software. The selected software offeror shall warrant that the proposed software will conform to the requirements and specifications as stated in this RFP. That is, the detailed requirements as stated in this RFP will become part of the selected software vendor's contract and will be warranted as such. The selected offeror must warrant that the content of its proposal accurately reflects the software's capability to satisfy the technical and functional requirements as included in this RFP. Furthermore, the warranty, at a minimum, shall be valid for a period of 24 months from the acceptance of the software. The County will look more favorably at offerors with warranty periods longer than the minimum specified herein.

Implementation Services. The County also requires a warranty for implementation services (e.g., work products, developed modifications, and system configuration) for a minimum of 24 months after the system acceptance date of the respective modules. The implementation services warranty will also reference the offeror's response to the functional requirements matrix as the basis for the warranty.

4.11 Acceptance/Exceptions to the RFP (Proposal Section 10)

Offerors may take exception to certain requirements in this RFP. However, all exceptions shall be clearly identified with written explanation detailing the scope of the exception(s) and the impact of the exceptions on the County. All exceptions shall be submitted as part of the proposal.

4.12 Cost Proposal (Proposal Section 11)

Offerors shall submit the cost proposal in the format provided in Section 5:0: Attachment G of this RFP. The cost submission Spreadsheet includes six schedules found on separate worksheets within the file.

Schedule 1:	Cost Summary
Schedule 2:	Software Licensing Fees*
Schedule 3:	Professional Services
Schedule 4:	Customization Costs
Schedule 5:	Training Costs
Schedule 6:	Travel and Other Costs

*Pricing for licensing shall be presented by module or suite pricing used by the vendor. The County reserves the right to purchase any combination of modules at the pricing presented in any response to the RFP.

The cost schedules and supporting detail shall be provided on CD-ROM in MS-Office 2000 format. The County reserves the right to contact Offerors concerning cost and scope clarification at any time throughout the selection and negotiation processes. To ensure the proposal is considered, Offerors shall use the cost format provided in this RFP and not TBD (to be determined) or similar annotations. If assumptions need to be made to calculate proposed costs, those assumptions shall be documented in the proposal.

Vendors shall submit their costs taking the terms and conditions included in the RFP into consideration. See the Appendices for statistical, interface, and conversion information.

In calculating implementation services costs, customizations should be priced separately; thus allowing the County the option to select which customizations, if any, will be implemented. Additionally, the technical and functional requirements in Section 5: Attachment H that are indicated as "Future Requirements" should not be included in implementation pricing.

An offeror's initial offer shall be based on the most favorable terms available from a technical and pricing standpoint as the County may have discussions with those who fall within a competitive range should a negotiated contract with the first vendor finalist fail to be reached.

4.13 **Detailed Technical and Functional Requirements** (Proposal Section 12)

Responses to the requirements listed in Section 5: Attachment H – Detailed Technical and Functional Requirements of this RFP must be provided in this section of the proposal. Offerors are required to use the same order and format provided and to add explanations in the comments column as needed. Additionally, Offerors should indicate all software modules / sub-modules required to fulfill the business requirement in the "Module" column. The following answer key should be used when responding to the requirements:

F =	Fully provided "out of the box"	TP =	Third Party Software Required
CO =	Configuration (no changes to underlying source code)	CU =	Customization Required (changes to underlying source code)
R =	Provided with reporting tool	NA =	Not Available

Offerors must use only one code per requirement or the response may be considered non-responsive. The detailed requirements as responded to in the proposal will become part of the selected Offeror's license/contract and warranted as such.

4.14 **Implementation Plan** (Proposal Section 13)

The Offeror must include a detailed plan for implementing the System. This information must include:

- Overview of the project implementation methodology
- Summary workplan. The workplan shall be based on hours consistent with the County's standard hours of operations (8:30 am – 5:00 pm). The timeframe proposed for a phased implementation that considers efficiencies and supports the County's success shall allow time for stabilization during the post-implementation

period and be completed without upgrades required during the initial implementation for the core modules. The workplan shall indicate the staffing levels required, the expertise needed and the percent of County vs. vendor effort required.

- Project organization chart (combined County and vendor staff)
- Include approach to:
 - Risk mitigation
 - Business process re-engineering
 - Change management
 - Knowledge transfer from vendor to County staff
 - Anything else that will ensure a successful implementation.

The overall acceptance of new business processes and the System by end users throughout the Government and Schools is critical to the success of the project. Include in your response how this buy-in and acceptance will be achieved.

- Interfaces. A plan for accomplishing the interfaces defined in Appendix H must be included as part of the proposal. Please indicate the role of County staff and vendor staff in the development of interfaces. Elaborate on any toolsets or methodologies that will facilitate the completion of interface development. Include any assumptions used in designing the Interface plan for the County.
- Data conversion. Include a recommended approach to data conversion of current financial and/or human resource data. Indicate the role of County staff and vendor staff in converting existing data. Elaborate on toolsets or technology as needed, clearly stating whether they are included in the proposal or are to be purchased separately by the County. Include any assumptions used in developing the data conversion strategy for the County. Information regarding the data anticipated at this time to be converted is included in Appendix I.

4.15 **Third Party Products** (Proposal Section 14)

When third party products are required to fulfill the requirements of the County, the Offeror should specifically state the name of any third-party products, whether the contract will encompass the third-party contract or whether the County will have to contract on its own for the product, whether the Offeror has access to the source code (own or in escrow), whether separate security must be maintained for the Third-Party product and the Offeror's ability to provide long-term support for the third-party software components of the System.

4.16 **Staffing plan** (Proposal Section 15)

The Offeror shall provide an implementation staff plan, outlining proposed consulting resources and the County's staffing requirements. The plan must be presented in the format provided in Attachment I to this RFP and define specific project roles. The Offeror shall provide job functions and skills sets that are to be provided by the County to meet assumptions made.

The Offeror shall also provide an estimated staffing plan of County staff needed to support and maintain the System once implementation is complete based on the Offeror's experience with other similar public sector clients.

4.17 **Training plan** (Proposal Section 16)

The Offeror shall provide estimated software training plans for County project team members (functional and technical) and County end-users. Two separate training plans are required, each

including (as applicable):

- Class/course descriptions and number of hours per class/course
- On-site and on-line training options as well as off-site training options
- Use of third party training resources
- Recommendations for training technical and functional employees in the staffing plan for the implementation and an estimate of ongoing training required
- Staffing requirements/approach for change management, train the trainers, during implementation and for ongoing operations
- Estimate of average number of hours to train each business user in outlying departments, including any assumptions made to support the estimate
- Include costs for all training proposed in cost proposal

The County has computer training facilities available that can be scheduled in advance for on-site training of the project team. Indicate assumptions made regarding use of on-site facilities, costs to the County of setting up temporary facilities provided by Offeror, etc.

The County's preferred training methodology for end user training is a "train-the-trainer" approach.

4.18 **Maintenance and Support Program** (Proposal Section 17)

The Offeror shall provide a fixed cost for maintenance and support options for the first five years, and propose increases after five years based on a cost index.

Explain any post-implementation and on-going support provided by the Offeror including:

- Post-sales support
- Special programs for levels of customer support, i.e. definition of levels and what is included, telephone or on-line support; include hours of operation, levels of support, etc.
- Problem reporting and resolution procedures
- Notification and delivery methods for future upgrades/product enhancements, including historical frequency by module or clusters of modules
- User groups options
- On-site support and evaluation options
- Any training packages or user groups offered as part of support or independent from support.

APPENDIX A – TECHNICAL ARCHITECTURE

Application Architecture

The application architecture defines how applications are designed and how they cooperate. The architecture promotes common presentation standards and enables a high level of system integration, and storage and retrieval of data. It should facilitate the reuse of components and includes elements of the technology architecture that converts business process to business intelligence, the overall goal being to ensure that Government and School processes are executed in a timely, efficient and cost-effective manner.

The Government and Schools have a vast inventory of enterprise-wide and department specific production applications residing on Enterprise Server, mid-size computer and server platforms. New applications and application enhancements are constantly being evaluated, developed, acquired, and implemented as older “legacy” applications are retired. The County’s goal for this layer is to use and create industry standard application development tools and language environments that are web-enabled. Further, this should allow the County to protect its investment in ‘classic’ systems by providing enhancements that facilitate greater user-friendliness, better data manipulation and reporting, and end user controls.

Programming Development Tools

Client Server applications are currently being developed using fourth generation object oriented languages and tools. This approach will continue as additional client/server applications are developed and as Commercial-Off-The-Shelf system components are purchased. System technologies such as Oracle Designer/Developer 2000, PowerBuilder, Visual Basic and Case products are used to support complex rule based functionality into systems.

Web Applications are developed using Microsoft Visual Studio (migrating to .NET), DreamWeaver-MX, VB and Java Scripts, ColdFusion, Iplanet, and Apache.

Database Management Systems

The Government and Schools use several database management systems to support both the Government and Schools business applications. On the Enterprise Server, the Government applications use DB2 and VSAM databases. VSAM is used by many of the Government’s Enterprise Server legacy applications. DB2 is the database solution used for Enterprise Server applications. Schools use Oracle on their enterprise servers. For client/server applications, Oracle and SQL Server are options. The Government also uses a Neon Shadow Direct Server as a gateway to PowerBuilder applications interfacing with the Enterprise Server. A data-hub is used to enable population of Enterprise Server DB2 data to a RISC 6000 platform. Web Applications use Microsoft SQL Server. The Schools also use FoxPro.

Reporting

Reports are generated on a scheduled basis for legacy and open systems using COBOL, Visual Basic, and Oracle Report writer. Users can create and publish reports with the following reporting software: Crystal Reports, Data Dynamics, QMF, Easytrieve Plus, Access, and FoxPro.

Office Automation/Workstation Software

The County office automation standards have been updated and MS Word is used for word processing, MS Excel for spreadsheets, MS PowerPoint for presentations, MS Access for desktop application database, and MS Internet Explorer for Web browsing. Existing installed base of Netscape Communicator is supported. Other desktop software used includes Norton Anti Virus, E-Safe, TN3270 for 3270 emulation, and WS_FTP/Pro for File Transfer.

Electronic Mail

The Government uses Novell GroupWise for e-mail and the Schools Microsoft Outlook. The Government is migrating to Microsoft Outlook during the fall of 2003.

Imaging Software

The Government and Schools use LaserFiche Document Imaging for digital document archives and WebLink for access through the Intranet. Software provides indexed storage, search engine for pinpointing documents, and multiple printing options.

Platform Architecture

The platform architecture defines the technical components of the infrastructure including client and server platforms, and the operating systems and interfaces supported; equipment used to operate the applications and application tools. Chesterfield County's platform architecture includes Enterprise Servers, mid-size computers, Local Area Network (LAN) servers, Web Servers, workstations, and desktop microcomputers. The County also uses State and other non-County hardware platforms as necessary.

Desktop PCs, Workstations, and Peripherals

Increased use of microcomputer technology by all Chesterfield County departments and schools has facilitated the streamlining of operations and improved the delivery of services to citizens. Desktop and network printing is accomplished through a large inventory of stand-alone and network printers. The current microcomputer platform standard consists of Pentium based hardware running MS Windows 95, 98, NT, 2000 and in the future XP operating systems. County microcomputers also use Microsoft office automation software, Enterprise Server emulation, and TCP/IP communications protocol software.

LAN-based Network Servers

Chesterfield Government currently supports two LAN operating systems: Novell NetWare 4.11, and Microsoft Windows NT Server 4.0. The Government is converting all servers to Microsoft 2000. The target date for the conversion is December, 2003. In addition the County also supports Sun, Compaq and IBM UNIX servers.

The following table provides details on centrally managed LAN-based servers.

Mid Range Platform
Government
AIX 4.3.3.0
Novell 4.11
NT 4.0 Service Pack 4/5
Windows 2000 SP 2/3
AS/400 (Version 4/Release 3)
Schools
Compaq Tru64 Unix Version 4
Sun Solaris 8 Unix
Windows 2000 SP 2/3

Enterprise Server

Chesterfield Government supports the Government and Schools' major business and legacy applications on an IBM Enterprise Server running MVS/OS390. It is partitioned into logical machines.

Government

Component	Model/Description	Quantity
Enterprise Server Computer IBM 9672-RB4-CMOS	1 GB real & expanded memory 13 parallel channels 15 ESCON channels Parallel Sysplex Evaluating Z Series	1
Disk Subsystem	IBM 9393-T82-RAMAC unit	727 GB
Tape Subsystem	IBM 3490E IBM P Series server, StorageTek L700 with LTO drives	6
Printers (Government)	Xerox 3090 (linked via channel not TCP/IP) IBM 6262 Impact	1 DocuPrint 100 Channel 1 DocuPrint 75 –TCP/IP 1
Remote Communications Subsystem (Government)	TCP/IP	
Local Communications Controllers	IBM 3174	6
Number of Remote Locations Served	-	100+

Schools

Component	Model/Description	Quantity
Student Information System Database Server SUN ES4500	10 GB RAM 6 CPU's 3 T3 STORAGE ARRAY 4 A1000 STORAGE ARRAY	1
School Improvement Database Server SUN ES450	4 GB RAM 2 CPU's 5 x 9 GB Hard Drive 7 x 36 GB Hard Drive	1
School Internet Web Server SUN ES250	2 GB RAM 2 CPU's 2 x 9 GB Hard Drive 4 x 36 GB Hard Drive	1
Printers	HP Lexmark Epson	

Platform Standards for Workstations:

Platform	Component Standards
Desktop	
Operating System (Government and Schools)	Microsoft Windows 95 Microsoft Windows 98 Second Edition Microsoft Windows 4.0 Workstation SP5 or SP6 Microsoft Windows 2000 Professional Microsoft XP (Under Evaluation)
Productivity Applications	
Word Processor (Government and Schools)	Microsoft Word 97 Microsoft Word 2000 Microsoft XP (Under Evaluation)
Spreadsheet (Government and Schools)	Microsoft Excel 97 Microsoft Excel 2000 Microsoft Excel XP (Under Evaluation)
Presentation (Government and Schools)	Microsoft PowerPoint 97 Microsoft PowerPoint 2000 Microsoft PowerPoint XP (Under Evaluation)
Database (Government and Schools)	Microsoft Access 97 Microsoft Access 2000 Microsoft Access 2002 (Under Evaluation)
E-Mail Client (Government)	GroupWise 5.5.2 migrating to Outlook by December 2003
E-Mail Client (Schools)	Microsoft Outlook – Web access
Specialty Applications	
Web Browser (Government and Schools)	Microsoft Internet Explorer 5.5 and greater
AntiVirus (Government)	Norton AntiVirus for Workstations
AntiVirus (Schools)	E-Safe
File Transfer	WS_FTP Pro
3270 Emulation	TN/3270

Platform Standards for Servers:

Platform	Component Standards
Operation System (Government)	Microsoft Windows NT 4.0 Server SP4, SP5, or SP6 Microsoft Windows NT 4.0 Server Terminal Server Edition SP4 Microsoft Windows 2000 Server (Migrating to) Microsoft Windows 2000 Advanced Server (Migrating to) Microsoft Windows 2000 Data Center (Migrating to) AIX 4.3.2 OS/390 2.6 or higher OS/400 4.3
(Schools)	Windows NT and 2000 Server Unix version 4.0 F
Application Server (Government & Schools)	Oracle 9i
Hardware (Government)	Intel (Standard Windows NT and 2000 Servers) IBM RS/6000 (AIX) IBM S390 (Enterprise Server)
(Schools)	ComPaq (Unix) SUN (Unix) Intel (Windows NT and 2000)
Backup (Government)	OS/390/DFSMS 2.6 Trivoli Storage Manager (ADSM)
Security (Government)	OS/390 Open Edition Security Top Secret 5.0 Novell/NetWare NDS Internal Security (AIX & Windows NT Server) RSA Secure ID Token / ACE Server
E-mail / Workflow (Government)	GroupWise migrating to Exchange Server
Web Applications Servers (Government)	Microsoft Internet Information Server Active Server Pages (ASP)
(Schools)	ColdFusion Apache Iplanet
Databases (Government)	Oracle 9i or higher DB2 Release 7 Microsoft SQL Server 2000 or higher
(Schools)	Oracle 9i FoxPro Microsoft SQL Server 7 or higher
Communications Protocol (Government)	TCP/IP IPX/SPX SNA

Physical Architecture

The County network is comprised of a series of Ethernet LAN and WAN hardware devices, all of which are connected to the IST computer room, where most of the servers and applications are housed. The County standard is to provide 10/100 Mb, auto-sensing, switched Ethernet ports to each network device, which are primarily personal computers and printers. The Government also has standardized on CAT-5 wiring for all network devices and Schools have some CAT-5 -E. The Government utilizes Cisco hardware, School also have some Cabletron Hubs. Servers are connected to the LAN with either 100 Mb or Gigabit connections over CAT-5 cabling. The IBM enterprise server is connected to the LAN via a Cisco CIP processor, which connects to an ESCON channel on the server. Primarily, TCP/IP is the main protocol supported on the network. IPX and SNA protocols are currently supported but are being phased out.

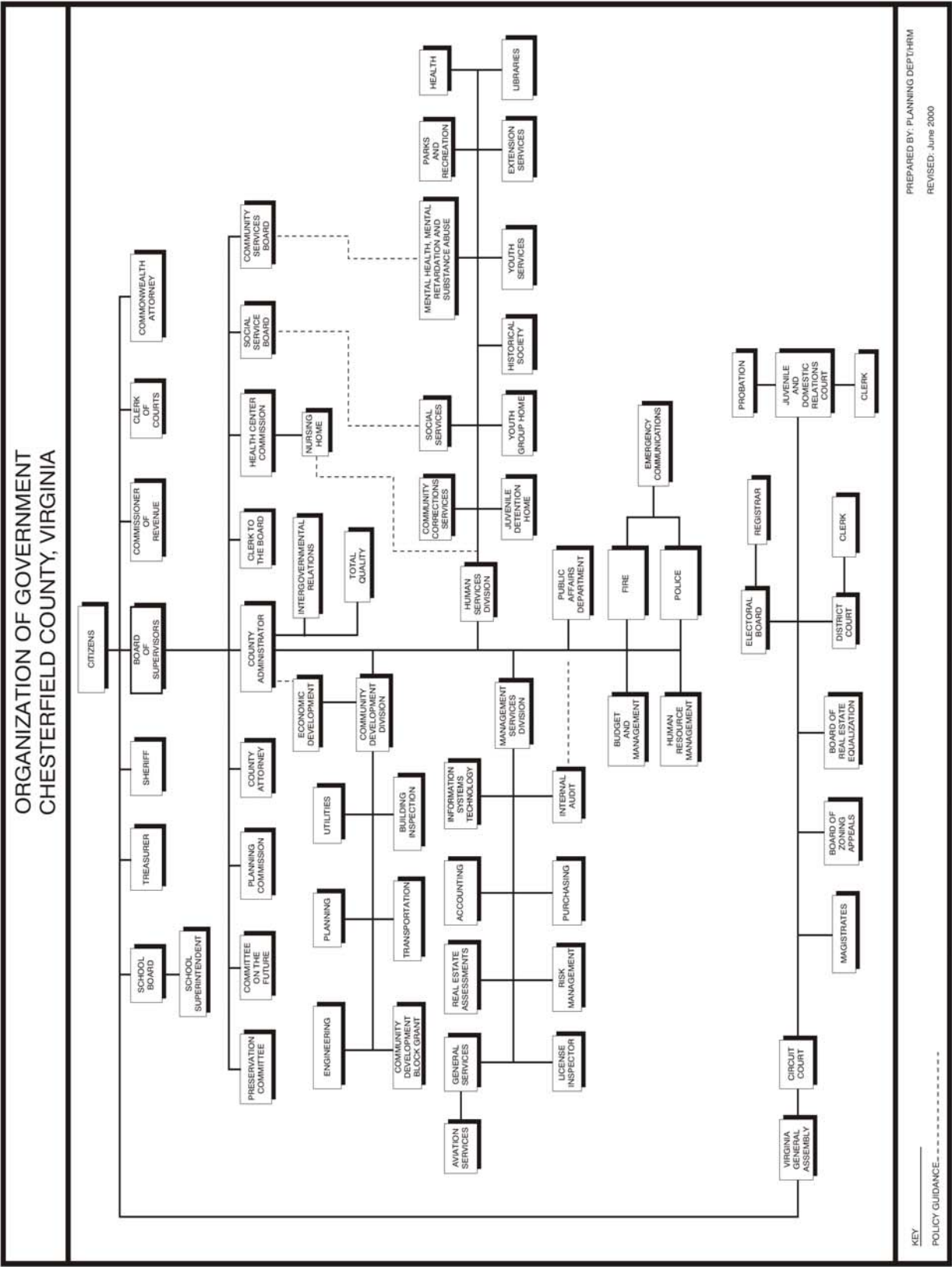
The IST building is one of the approximately forty-two buildings on the main county campus. Each of these buildings is connected via fiber, which is used to support a collapsed Ethernet backbone, which connects each network device to IST. Most buildings are connected via Gigabit backbone, but about one third of the campus backbone runs 100 Mb. There are several VLANs deployed across the campus.

The county has many departments and functions that are not on the main campus. These locations are connected to IST via two separate WAN backbones or networks. The primary WAN is an ATM network supplied by Verizon. The backbone is an OC3 facility that serves all remote ATM sites, as well as the County's Internet service. All of the ATM sites are connected with full T1 lines. Examples of these 120 sites are public libraries, public schools, utility plants, police precincts, fire stations, and rescue squads. The secondary WAN is a frame relay network, also supplied by Verizon. The backbone is comprised of two T1 lines. The remote sites are connected via 56 Kb or fractional T1 lines. These locations are various county organizations or departments with minimal staffing and computer needs.

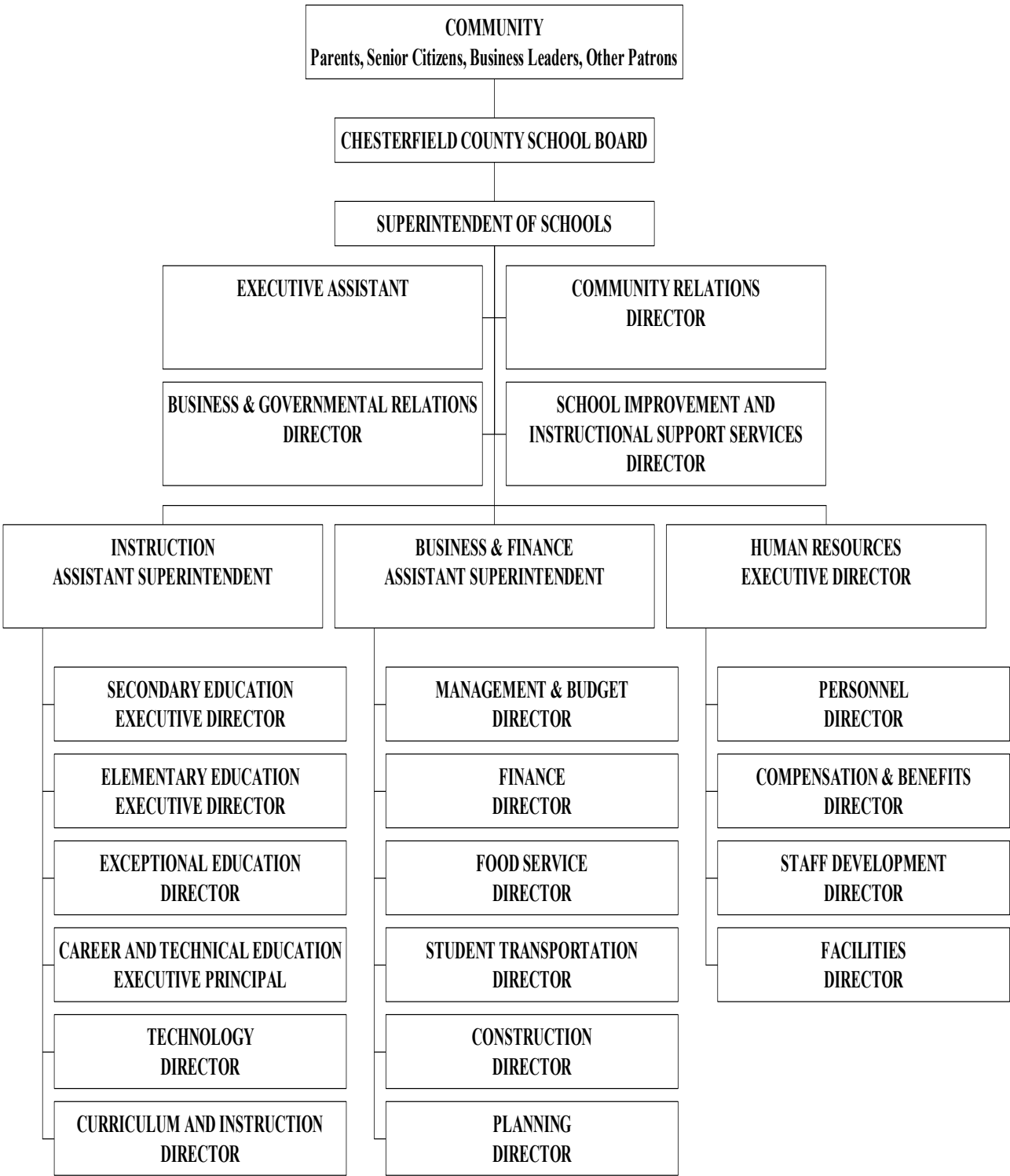
Appendix B County User Counts

Total number of employees	13,300
<hr/>	
Total number of heavy users in core departments	150
Number of users initiating purchasing requisitions, budget entries, personnel requisitions and salary changes, and developing operating, grants, and capital project budgets, plus all the functions listed below	810
Number of users approving invoices, purchase requisitions, personnel requisitions, evaluating employee performance, interviewing/hiring, approving employee time sheets, querying the system	460
Employee self-service	11,880

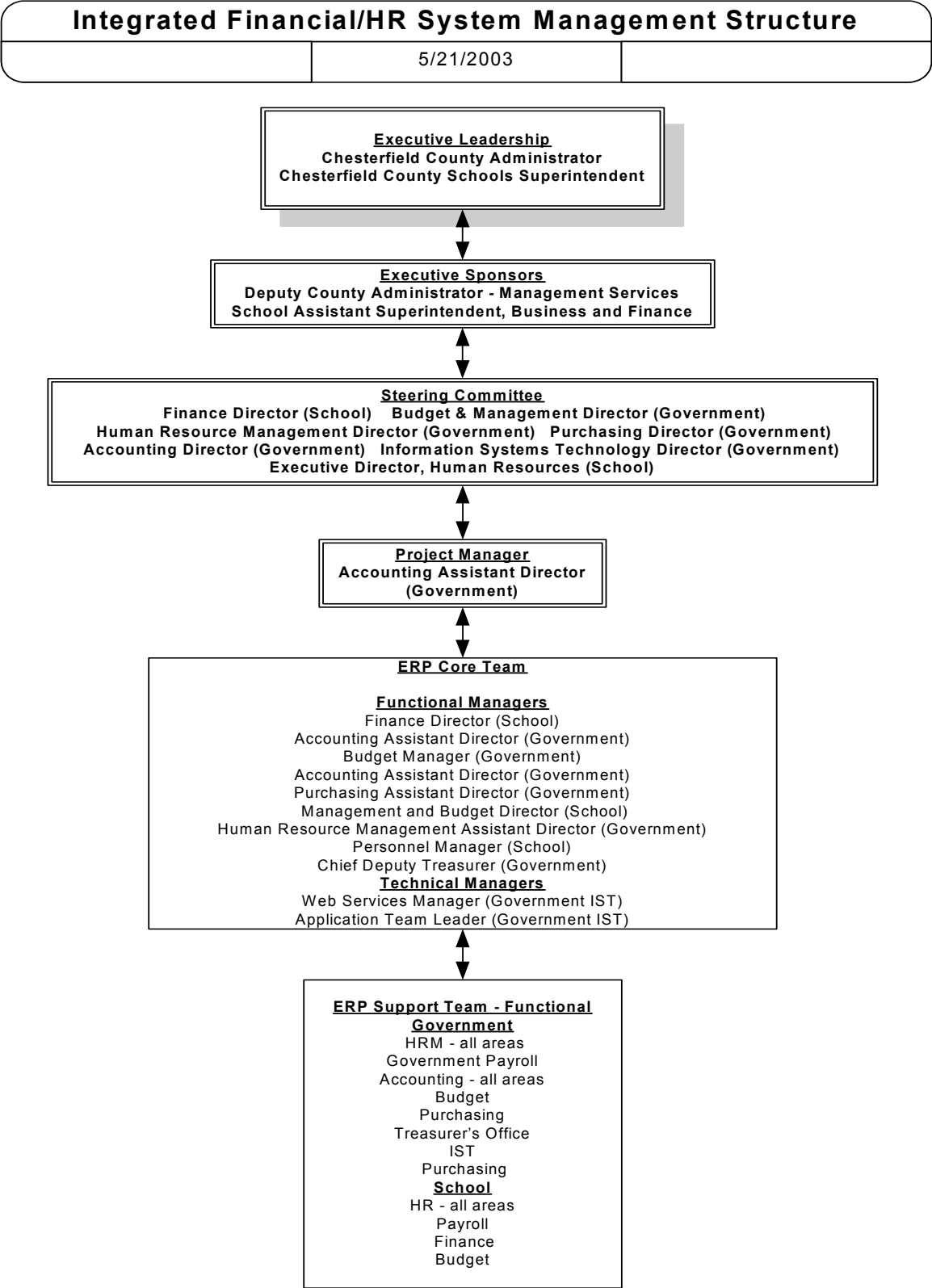
Appendix C - Government Organization Chart



Appendix D - School Organization Chart



Appendix E - Project Organization Chart



APPENDIX F - SYSTEMS OVERVIEW

Products provided by vendors currently operating on the mainframe are as follows:

GEAC Financial Applications

- General Ledger
- Budgetary Control
- Purchasing
- Accounts Payable
- Financial Controller

The Budgetary Control, Purchasing and Accounts Payable modules are integrated and include functionality for Public sector such as funds checking and encumbrance accounting.

Integral HR/Payroll Applications

- Human Resources
- Payroll
- Benefits
- Employee Records
- Position Control (Government)
- HR Server (Government)

The Integral system has been modified to meet current requirements. All Human Resources entry and queries for the Government are completed through HR Server, a front-end to the Integral mainframe system. HR Server runs on an Oracle database.

The Government and Schools have separate in-house developed COBOL time and attendance modules that allow for decentralized time and attendance entry by departments and schools. Typically, transaction entry is completed by centralized administrative personnel at one location within each department/school. The Government and Schools have separate applicant tracking systems and have developed the ability to accept employee applications via the Internet, however they are not integrated into the Integral application. The Government has implemented some basic employee self-service capabilities deployed through the intranet.

The Fixed Asset Management System (FAMS) licensed from Gary Brown & Associates (GBA) runs on AS/400 hardware and operating software and supports financial reporting requirements. The fixed asset inventory process is facilitated by downloading fixed asset data into hand held scanners.

The following provides information about existing systems to be replaced by the new System.

General Ledger

The Government has overall responsibility for the operations of the general ledger system, providing services to all government departments and Schools. However, separate charts of accounts are maintained for the Government and Schools, with the number of digits and the meaning of the digits in the account numbers being different. Currently 43 funds are maintained in the General Ledger system. A uniform Chart of Accounts will be created as part of implementing the new System, and a cross-functional team of employees has been gathering information about needs throughout the County.

Many manual processes support the operation of General Ledger. Information from general ledger is extracted daily and made available to users as an "Appropriation versus Actual Report" accessible through

the respective (Government and Schools) intranets. The Government departments have balances only available, while the Schools have some ability to “drill down” on the amounts in the report to see underlying detail from Purchasing and Accounts Payable. Paper reports are distributed monthly. Delays in recording purchase orders and invoices due to manual approval and routing impact the usefulness of the reports.

Many users have the ability to sign-on to GEAC and look up transaction information, however, few outside of the Budget and Accounting Departments use this capability since the GEAC system is not user friendly.

Budgetary control is defined by the respective Budget departments, however, the file structure that identifies the levels of budgetary control is maintained by Accounting Department staff with maintenance completed as general ledger fund/account/center combinations are added. Available funds checking occurs when budget entries, requisitions, and purchase orders are entered on-line. No available funds checking occurs for General Ledger entries or other interfaced systems, which are processed by batch processing.

Grants and capital projects are accounted for in life-to-date funds, with independent databases and Excel spreadsheets providing supporting information.

The County’s Treasurer’s Office is responsible for managing all cash and investments, monitoring County-wide cash flow to ensure cash is available to meet obligations when due, investing idle cash to maximize investment earnings, and managing the investment of debt proceeds with Trustees. The Treasurer presently relies on general ledger information to complete these responsibilities. See the Cash Management section for more information about Cash Management activities.

General Ledger Information			
System Background			
Name		GEAC E-Series (formerly MSA)	
Data Platform		Enterprise Server	
Current Transaction Information			
Fiscal Year		July 1 through June 30	
	Government	Schools	Total
Number of Funds	34	9	43
Number of Center Codes	810	28	838
Number of School Function Codes	N/A	83	83
Number of School Location Codes	N/A	112	112
Number of School Program Codes	N/A	161	161
Number of Grant/Project Codes	675	525	1,200
Number of Posted Transaction Lines*	N/A	N/A	1,025,000
System Requirements			
Historical Data to Retain in New System:		5 years of month end balances Past 24 full months and partial month to date of transaction detail	
Integration with all modules purchased			
Availability of daily reports with budget, actual and encumbrance data with drill down capabilities			
Easy data exporting from ledger to other systems			

* Summary entries post to several accounts in general ledger from GEAC, Integral payroll, and from the Treasurer’s TRAITS system.

Budgeting

The Government and the Schools' respective Budget departments create budgets using different processes. The Schools use a system called "Budget Generator" in conjunction with several Excel spreadsheets and Foxpro databases that assist with calculations established by the Commonwealth of Virginia's Department of Education and the local School Board to determine the number of teachers, support staff, class size, etc. Once the results of the formulas are known and the anticipated revenues are projected, all department and School locations are provided "targets" which must support their standard operations. Budget information from the various department and School locations is collected through spreadsheets on diskettes and paper forms, requiring a great deal of data entry and data formatting. As with any budget cycle, this is an iterative process.

The Government's operating and capital improvement budgeting process is an iterative process administered by the Department of Budget & Management. Microsoft Word and Excel are currently used for budget development and management, including publishing of the budget and capital improvements documents. These applications are used to transmit instructions, forms, and target funding allocations along with detail revenue, expenditure and salary information. The budget package includes relevant schedules with supporting information that is generated in various other departments such as Human Resources for salary information and fee schedules from internal service funded departments and departments with service/ user charges. Upon receipt of the budget packages, some departments further subdivide the target amount and work with their divisions in formulating a budget request. Once completed, individual departments return forms for both capital improvement project requests and their operating budgets to Budget & Management. Through the budgeting process, changes can occur up until adoption by the Board of Supervisors.

Once the School Board approves the School budget it is submitted to the County Board of Supervisors. After the County Board approves and appropriates the County budgets (which includes Schools) the budgets are uploaded into the general ledger system via spreadsheets. Revenues and expenses are tracked against these budgets, at various levels of budgetary control, throughout the year. A core group of analysts at the Government and Schools track spending, the correct coding of transactions, and compliance with Grant or County requirements and have overall responsibility for monitoring budgets. School Budget staff monitor the detail of the School funds while Government Budget staff have oversight responsibility for monitoring Schools results. Additionally, every department and school has staff monitoring budgets as they manage their operations.

Budget Activity			
Budget Change Requests	Schools 765	Government 650	
Position Requests Processed	Schools 180		
Appropriations vs. Actual Intranet Page Hits (annually)	Schools 3,500	Government 2,700	
Number of Locations Developing Budgets	Schools 125	Government 75	

Purchasing

The Government has responsibility for managing and maintaining all purchasing for the various departments and the Schools. The only exception is that Schools can contract directly with vendors for School construction contracts and food related products, however, information flows to Purchasing to record the encumbrances for these contracts. Purchasing processed approximately 6,000 purchase orders for fiscal year 2002 including approximately 1,000 blanket orders and over 400 requirement contracts.

Purchases under \$1,000, and under \$5,000 for certain departments, are not processed through the Purchasing Department. For these purchases, each department assigns a manual purchase order number for tracking purposes, obtains approval from an authorized employee (often a supervisor), and places the order with the vendor. Occasionally manual requisitions must be created for these purchases. When the merchandise is received, invoices are approved by each department and forwarded to Accounts Payable for payment.

There are numerous requisitioners throughout the County. Requisitions over \$1,000 are manually completed at each location and routed for various approvals within the departments/Schools. Some requisitions are entered online and may require various approvals. All requisitions are received in the Purchasing Department on paper and distributed for required competition. Once competition is obtained, the buying staff prepares orders, place the order and/or forwards the order to a central point (Sr. Purchasing Technician) for entry into the GEAC system. Upon entry, the GEAC system checks for valid budget codes and available funds. Complete and printed orders are faxed or mailed to the vendor.

The buying staff follows these policies for obtaining competition:

\$1,000 – \$9,999	Buyers determine if additional competitive quotes are necessary.
\$10,000 - \$29,999	3 quotes are obtained, verbal quotes accepted
\$30,000 and above	Formal bid or RFP is required

The County has a policy in place for the use of procurement cards. Currently, there are about twelve (12) departments using this policy, with the intention of offering this program to additional departments. The same purchasing limits are being followed.

Throughout the purchasing process, several departments are signing off on certain requisitions i.e. Grants, Projects, etc. Many of these departments are maintaining a parallel information system (generally utilizing paper files or off-the-shelf database software), containing much of the same data as GEAC. This system of duplicate entry has evolved out of a need to know what is available in the budget to spend at any given moment and what requisitions, purchase orders, and invoices have been processed.

Accounts Payable

The Government has responsibility for accounts payable services provided to departments and the Schools, including School construction. Accounts Payable staff processed almost 129,000 invoices for fiscal year 2002. Certain types of payments are collected in an Access database and uploaded into the accounts payable system to generate payments. Automated check runs occur three times a week averaging a little over 1,200 checks per week. Payments made via wire transfer are handled manually, however, some payments are automated as ACH transactions. Approximately 400 manual checks are written annually for emergency payments. LaserFiche, a document imaging system that interfaces with the GEAC accounts payable system, was implemented July 1, 2002 for storage and retrieval of paid invoices. An Access database system used to assist with the reconciliation, coding and approval of purchases made by departments using procurement cards (P-card) is being rewritten by IST. The new P-card will be Web-enabled using Active Server Pages (APS) and the data will be housed in a Microsoft SQL Server database. Payments related to travel by Board members and executive management, while relatively small in volume, are recorded in a separate Access database to facilitate reporting for Board member disclosure of expenditures paid on their behalf and requests for detailed travel expenditure information.

Procurement and Payment Information	
System Background	
Name	GEAC
Data Platform	Enterprise Server
Current Transaction Information	
Number of Purchase Orders Issued	6,000
Number of Contracts	400 requirements contracts administered annually 100 additional established through formal bid/RFP
Invoices Processed per Year	128,750
Checks Generated per Year	63,000
Direct Invoices Paid per Year	96,500
Frequency of Check Runs	Tuesday, Thursday, Friday
Number of 1099s Issued	425
System Requirements	
Historical Data to Retain in New System	Eighteen to twenty-four months on-line; overall retention 5 years.
Outstanding Purchase Order to General Ledger Encumbrance Reconciliation	
Productivity and Timeliness Statistical Reporting by Individuals and Departments	
Reconciliation for Accounts Payable Liability Accounts	

Project Accounting and Management

The County and Schools manage various Capital Projects including construction of government facilities and utilities, construction for Schools and Airport Projects. New project numbers are set up within the chart of accounts structure as a center in the respective life-to-date fund. Various methods of tracking project activity have been developed, including a mainframe in-house developed system to support requisitioning debt proceeds held with Trustees, and multiple spreadsheets.

The Government's Budget and Accounting Departments are responsible for the funding sources for all County projects. Budget identifies the funding sources for each project, which often includes debt. When debt is issued, the proceeds are placed with a Trustee that Accounting interacts with to requisition the proceeds as expenditures are incurred. Projects are often funded by several different debt issues, as well as transfers from other funds. The priority of spending the various funding sources is maintained manually by Accounting, with some assistance from the in-house developed system. Expenditures are allocated to a funding source for the purpose of requisitioning funds from the Trustee and tracking these requisitions. Many of these projects take multiple years to complete, funding is often allocated in phases, and funding may be re-allocated from the original project to another project.

The County's construction management staff maintains estimates of pending change orders for capital projects in Excel spreadsheets that are jointly shared and maintained with the Budget staff to provide a clear financial status of projects underway at any given time. The pending change orders are categorized as to who requested them, what the change addresses, the status of the change, the basis of the estimated costs (ie. cost estimate by staff or, by contractor), change order approved for completion. The project management staff in Utilities uses an in house developed system to manage projects.

Projects Information	
System Background	
System 1:	
Name	Capital Projects Tracking System
Data Platform	Mainframe
Purpose	Generate requisitions to Trustees holding debt proceeds to reimburse expenditures paid and to track the revenue category that funds each expenditure/Government/Accounting staff
System 2 :	
Name	Project excel spreadsheets
Data Platform	Shared network drive : Budget and Construction Management
Purpose	Track estimated cost of potential change orders from the point of initial identification to when the need is resolved (dates, responsibility codes, notes, etc.)
Current Transaction Information	
Number of projects in General Ledger	500

Grants Accounting and Management

Phases of Grants are: Pre Award, Post Award and Closeout. Currently only Post Award information is captured in the General Ledger. The Pre Award information is tracked manually by employees in various departments in Access, Word, and Excel. The Government and Schools use separate databases to track grant activity. The need to track different phases of grants is currently being somewhat met through use of center codes in the General Ledger account number structure. The official financial information for grants is kept in both operating and life-to-date funds in general ledger.

Year end cut-off and reporting for grants that have a fiscal year other than the County's fiscal year is challenging and requires manual monitoring and adjustments.

Grants Information	
System Background	
<u>System 1:</u>	
Name	Government Grants Database
Platform	Access
Purpose	To store administrative information related to grants
Current Transaction Information	
Number of grants centers in general ledger	250
Data Conversion Requirements	
Active grants	Anticipating manual set-up
<u>System 2:</u>	
Name	Schools Grants System
Data Platform	Access
Purpose	Track detail for multi-year grants with a different fiscal year end; multiple program managers (sometimes as many as 20) oversee grant spending, i.e. multiple mini-grants are being accounted for in one general ledger account; generates status reports at a detailed level
Current Transaction Information	
Federal grant awards	46
Grant transactions (annually)	8,000

Asset Management

The County currently uses an asset management system purchased from Gary Brown and Associates (GBA) in 1994. This software runs on an AS/400 and reporting needs not met through the delivered reports are met using Crystal. The County's capitalization policy for financial reporting purposes is \$5,000. There are approximately 10,000 asset records maintained in the existing system. The biggest challenge in this area is meeting the requirements of GASB 34. The County performs a physical inventory by downloading assets into hand-held scanners.

Asset Management Information	
System Background	
Name	Gary Brown & Associates (GBA)
Data Platform	AS/400
Current Transaction Information	
Number of Asset Records	10,000
Frequency of Physical Asset Inventory	Every other year, alternating between Government & Schools

Accounts Receivable

The Accounting Department bills miscellaneous receivables for various County departments using a PC based system. Billing information is prepared by the initiating department and then forwarded to Accounting where it is sometimes reformatted prior to entry into a PC system. All entries to record billings

must be manually made to general ledger. Copies of bills are forwarded to the Treasurer, who receives all payments, and manually matches the bill copies to the payments as they are received. The paid invoices are then forwarded to Accounting, who marks them paid in the system. Information on any bad debts is manually sent to the Treasurer's debt collection division. Most research must be completed manually.

Accounts Receivable Information	
System Background	
Name	MBA
Data Platform	Stand alone PC
Current Transaction Information	
Total outstanding accounts	1,325
Total penalty accounts	490
Annual invoice volume	5,000
Number of sources of billings	65
System Requirements	
Historical Data to Retain in New System:	18 months; overall retention requirements of 5 years
Ability to calculate penalties with various conditions	
Ability to export information on past due accounts to Treasurer's debt collection system	

Cash Management and Cash Receipts

The County's Treasurer's Office is responsible for managing all cash and investments, monitoring County-wide cash flow to ensure cash is available to meet obligations when due, investing idle cash to maximize investment earnings, and managing the investment of debt proceeds with Trustees. Additional responsibilities of the Treasurer include handling unclaimed property, reconciling bank and broker accounts, and issuing miscellaneous checks for various purposes.

The County's Treasurer's staff uses a separate general ledger fund to allocate the pooled cash and investments across the various accounting funds and track all specific activity by bank account and investment activity by broker. Assets in the Treasurer's Fund ("Fund 91") are the various bank accounts and investments, which are reconciled to bank and broker statements. Liabilities include unclaimed property. The equities in the Treasurer's Fund are the cash and investment balances across the various general ledger accounting funds and these balances are reconciled routinely. When cash and investment entries are made in the various general ledger funds, the corresponding entries are posted to the Treasurer's Fund. Accounting rules and tables established in the disbursement systems and the Treasurer's cash receipting system (TRAITS) generate the appropriate entries to the cash accounts and funds. When manual entries affecting cash are made, the corresponding entries must be manually made to Fund 91. The methodology for recording and reconciling pooled cash across general ledger funds requires the same or improved end results to be achieved.

The Treasurer's Office uses an in-house developed System (TRAITS) to collect payments for taxes, utility payments, and other payments received throughout the County.

The Treasurer may receive cash and checks in several ways:

- A taxpayer may come in person to the Treasurer's Office to pay.
- A department may receive cash, and then bring it to the Treasurer's office for deposit.

- Taxpayers may make automatic transfers (for utility and tax payments), electronic payments, or leave checks or cash in a dropbox in front of the County Administrative Building
- Taxpayers may mail payments to a retail lockbox vendor
- State or Federal Agencies may reimburse the County or Schools for Grants via mailed check or Electronic Funds Transfer (EFT).

The Treasurer's cash receipts system currently uses a four digit "form number" to record cash receipts. As cash receipt transactions are posted to general ledger nightly, the form number is cross-referenced to the appropriate general ledger accounts using a table.

Many locations throughout the County enter cash receipts detail into their specific systems, such as the Parks and Recreation's activities registration and the Library system. Other Miscellaneous cash receipting throughout the County is done through the use of manual receipt books or an in-house developed VisualBasic system. These cash receipts are forwarded to the Treasurer's office for deposit, or deposited into a specific bank accounts with information forwarded to the Treasurer's office. Summary information for these transactions is entered into the TRAITS system.

The Treasurer's Office produces 50-100 jury checks a week utilizing Peachtree Software and 500 – 1300 checks per week using an in-house developed generic refund system. Other manual checks are produced for sundry items. Personnel in the Treasurer's Office prepare journal entries that are uploaded into general ledger to record check issuance, account corrections, and deposits.

Replacement of the cash receipts system, tax systems and Utility billing systems is not part of the scope of this project.

Human Resources

The Government and Schools have separate processes for Human Resources, Benefits, and Payroll, however, they both use the Integral system as the primary repository for employee data and Payroll processing. The desire is to have one System that will satisfy the different needs of these separate HR/Payroll offices, as well as allow the appropriate staff in various department and school locations to access and update certain information for their employees. The County will continue to maintain separate HR/Payroll offices for the Government and Schools.

Applicants are tracked through separate, stand-alone systems for the Government and Schools. Applicant data is received by fax, paper, and over the Internet and is maintained primarily for documentation purposes. The Government enters paper-based applications into the database that houses the Internet applications and distributes information from that database to departments for screening and hiring. Departments with specialized hiring requirements, such as testing required in Fire and Police, maintain their data outside of the centralized system.

The Schools' Internet applicant system interfaces with a LaserFiche document imaging system. All paper applications, resumes, references, transcripts, and other documents received are scanned into this LaserFiche system. Schools' Human Resource staff screen all applications and designate which applications will be made available to the school and department administrators, who can view applicant data at their desktop.

Data for applicants who are hired is manually entered into the Integral system as they become employees.

Human Resource information is collected by Human Resource Liaisons in the Government departments and by Personnel Administrators in the Schools. From handwritten or printed forms, the data is entered into Integral centrally in both cases. The Government uses HR/Server; an Integral developed front-end interface to the Integral mainframe system. Duplicate Human Resource information is maintained separately by many departments (i.e., individual schools, Police, Fire, Mental Health, etc.). Within the Schools, Human Resource administration is more centralized. A separate in house developed Foxpro database (Human Resource Management System or "HRMS") houses a few additional information fields not included in the Integral mainframe system as well as data loaded in from the Integral mainframe system. The HRMS provides a user-friendly interface and means for queries for the centralized School Personnel Administrators.

Open enrollment for all benefits is a manual process. The Government uses an in-house developed Employee Self Service system to update personnel information. The current system does not support career development. Training enrollment for the Government is through a stand-alone learning management system, Training Register, purchased in 2002. Both the Government and the Schools have extensive reporting requirements (Grants, EEOC, etc.). Reports are difficult to generate from Integral, and must be generated centrally, again requiring most departments to keep parallel information.

Because of this information need, some Government departments have created parallel information systems (generally utilizing paper files, spreadsheets, or off-the-shelf database software), containing much of the same data as Integral, as well as additional information. The additional information includes, but is not limited to, specialized training, teaching certifications, employee history and promotion requirements, medical conditions, ADA accommodations, driving records, and criminal records.

The Government performs random and pre-employment drug and alcohol testing for itself and Schools. Additionally, the Government conducts background checks on employees, with some departments supplementing this process to meet various requirements imposed by external agencies.

Payroll

As with Human Resources, the Government and Schools maintain separate Payroll functions, and perform separate pay runs each pay period even though the Integral payroll system is shared between the two organizations. Government Payroll files are populated with Human Resources data from HR Server nightly, however HRM staff has the ability to enter information directly into Integral as needed. The Schools key data directly into the Integral mainframe screens. In addition, the Schools have unique work calendars (10-month work year, 2-day workweeks, etc.) that require special calculations of pay rates and hours. Separate Time and Attendance systems (see below) automatically interface payroll transactions to the payroll systems.

In addition to normal pay, the Schools pay employees extra pay for performing certain tasks (i.e., chaperone a dance). This pay is calculated manually and input to the Payroll system. Schools also use the Time and Attendance system to pay substitute teachers and other support personnel.

As with Human Resources, Payroll has a number of reporting needs that cannot be easily met with current systems. Additionally, inadequate security does not allow appropriate department personnel, or employees through self-service, to have access to pay history.

Human Resources/Payroll Information - Government	
System Background	
Name	
Data Platform	
Current Transaction Information	
Number of full time employees	3,005
Number of part time employees	970
Average number of applications received per month	1,115**
Average number of new hires per month	36
Average number of personnel transactions per month	685
Number of job classifications	500
Number of health/dental plans	6
Number of benefits providers	13
Number of employees enrolled in health/dental plans	2,586
Number of retirees enrolled in health/dental plans	465
Number of retiree health/dental coverage plan codes	42
Number of current COBRA participants	25
Number of cash awards processed FY 2002	853
Number of employees terminated FY 2002	233
Number of drug/alcohol tests administered	1,834
Number of checks and advices processed (2002)	97,312
Number of W-2s processed (2002)	4,485

Human Resources/Payroll Information – Schools	
System Background	
Name	
Data Platform	
Current Transaction Information	
Number of employees	9,317
Number of applicants	3,500**
Number of new hires	1,200
Number of personnel actions	2,500
Number of job classifications	813
Number of different contracts administered	10
Number of health/dental plan codes	210
New employees enrolling in health/dental plan	550
Number of retirees enrolled in health/dental plans	1,123
Number of current COBRA participants	48
Number of terminations and retirements	1,074
Number of leaves of absence	250
Number advices and paychecks (2002)	182,256
Number of W-2 forms (2002)	9,916
Number of employees receiving training	2,790

** The Government requires an application for each position for which an applicant wants to be considered; Schools requires one application from each candidate for employment in all positions for which the candidate is qualified.

Position Control

The Government uses a Position Control module developed by IST staff within the HR/Server system to manage budgeted positions against positions hired, but does not have the capability of reporting full time equivalent (FTE) positions. Schools use a different position control module for budget creation to manage approved positions budgeted versus positions filled. However, funded positions vary from year to year based upon a combination of projected student enrollment and approved staffing standards, which requires flexibility to support these changing scenarios. Schools report the number of approved full time equivalent (FTE) positions compared to filled FTEs and vacancies. Position Control for both the Government and the Schools can be significantly improved using the proper software tools.

Control for establishing new positions resides with the respective budget departments. Once a Government position is established, responsibility for classification and approval of position definition transfers to the Human Resource department. In the Schools, the Budget department retains control for approving changes in position definition. In the Government and Schools, both the Budget and Human Resource staff requires capability to generate reports using Position Control.

Time & Attendance

The Schools and Government maintain separate systems for time and attendance. Most full-time employees track only time not worked (leave etc), any overtime pay they are eligible for and in some cases additional pay awarded. Part-time employees track each hour worked. The respective Time and Attendance systems are locally developed mainframe applications that track all types of leave (sick, vacation, jury duty, FMLA, etc.), overtime hours, and hours worked for part-time employees paid hourly.

Most departments (including each school) track time and attendance using a variety of manual methods and enter this information into the system centrally by department administrative employees. A small amount of time and attendance is directly submitted to Payroll for entry to the system. One department uses automated time clocks to capture time and attendance information, which is then manually entered into time and attendance.

The Schools also use time and attendance to track hours for substitute teachers. The Schools have unique needs relating to the different types of work and leave schedules. Teachers and other School employees have over 50 different work schedules, including 10 month work years, two day work weeks, and other non-standard work schedules. For each of these work schedules, there may be different allowable holidays and different leave policies. Currently, these leave policy differences are established manually at the beginning of the year, then setup in the Time and Attendance System. With the existing systems, many employee pay situations require manual calculations each pay period.

The Government's Time and Attendance System is constrained to 80 hours of payable time per pay period. This constraint is problematic for the Fire, Sheriff, and Police Departments, which have unique pay cycles (14-day, 24-day, 28-day, and 21-day cycles). Their workweek regularly consists of consecutive extended workdays that result in longer than 80 hours in any given pay period. All departments must meet applicable FLSA standards. This constraint requires a large amount of exception handling: entering adjustments, reporting on over 80-hour pay weeks, and other exceptions.

The County also has departments in which employees work non-consecutive hours within a workday. This is most prominent in 24/7 services such as Mental Health Group Homes. Employees in these departments regularly work overnight within the same work session, or may work some hours in a morning and return to work more hours that evening, possibly at another location.

Appendix G

Holiday Calendars

Government

Calendar Year 2003:

January 1
January 17
January 20
May 26
July 4
September 1
November 11
November 27 - 28
December 24 - 25

Schools

Fiscal Year 2003 – 2004 for Administrative Employees:

September 1, 2003
November 27 - 28
December 22 – 31
January 1 –2, 2004
January 19
February 16
May 31

Appendix H – Interfaces

Potential General Ledger Interfaces*

Originating System(s)	Frequency	Description
These systems create journal entries processed through a central file: TRAITS – Treasurer’s cash receipts CUBIS – Utility billing/payments Personal Property receivables Real Estate payments/billings Treasurer’s refund checks Other payments	Daily	A collection of cash receipts activities throughout the County, received primarily within the Treasurer’s Office, Utility Department, or the lockbox. Generally, departments in outlying departments and areas also receive cash receipts that are ultimately entered into TRAITS.
School Warehouse Requisitions	Monthly	Internal billings for supplies from the warehouse to various school and government locations
Social Services Welfare Payments	After each payment run Various payment schedules	Record expenditures for checks generated for Social Services clients through a confidential payment system.
Utilities Inventory	Monthly	Internal billings for supplies from the Utility warehouse to various divisions within the Utilities Department
RTA – Fleet Management	Monthly	Internal billings for vehicle/equipment leasing and repairs to County and School departments that use County/School owned vehicles/equipment
Radio Shop Upload	Monthly	Upload of an Excel spreadsheet that posts internal billings to departments for radio system service and equipment
Inter-Department Transfers (IDTs)	Weekly & Month end	Internal billings between departments for goods and services
Integral Payroll – Government	Bi-weekly	Government Payroll
Integral Payroll – Schools	Semi-monthly	School Payroll

*All known interfaces have been identified, however, continuously changing business requirements could result in additional interfaces.

Other Internal Interfaces

Recipient of Data	Frequency	Description
Accounts Payable	Request	Access database used by AP to load new vendors in batch format from other spreadsheets/systems.
Accounts Payable	Request	Access database used by AP to load payments in batch format from other spreadsheets/systems.
Capital Projects Tracking	Daily	GL extract of activity
Fire FIS	Daily	Update of Fire Information System(FIS) Fire employees from INTEGRAL data.
Fire Information System	Daily	Update of Fire employees from Integral
Fire Intranet	Daily	Update of Fire Roster Intranet application
Government Time and Attendance	Bi-weekly	Fire time entry and conversion to 21 day FLSA cycle
HRM	Request	Download of Government employee data used for the Government ID System.
Integral	Bi-weekly	Interface time and attendance information
Integral	Semi-monthly	Interface time and attendance information
LaserFiche	Daily	Download file of invoice data that is loaded into the LaserFiche imaging system deployed by Accounts Payable.
LaserFiche	Request	Download of Govt employee data to build index for HRM imaging system
LaserFiche	Daily, real-time	On-line employment applications converted into images stored in Laserfiche and, along with other employment documents scanned into Laserfiche, are indexed to the applicant tracking system and available for immediate review by Human Resource staff. Human Resource staff reviews applications and choose the ones distributed to School and department Administrators' desktops who select candidates for interview.

Recipient of Data	Frequency	Description
Risk Management	Annual	General ledger account code validation of codes in the Risk Management system
Risk Management	Semi-monthly	Import of Government and School employees and addresses. Into the Risk Management STARS system
Training Register	Bi-weekly	Extract from EDB of Govt employees to update Training Register
Various sub-systems	Daily	Sub-systems are checked against this account code validation file periodically
Time and attendance – Government	Bi-weekly	Integral payroll
Time and attendance – Schools	Bi-weekly	Integral payroll

External Routine Reports and Information

Recipient of File	Frequency	Description
AETNA	Bi-weekly	Remit detail for AETNA deductions for a payroll cycle.
Credit Union	Semi-monthly	Credit Union Deductions
Credit Union	Bi-weekly	Credit Union Deductions
Department of Labor	Semi-monthly	Report applicant data
Federal Reserve Bank	Bi-weekly	Remit information for Savings bond purchases
Federal Reserve Bank	Semi-monthly	Remit information for Savings bond purchases
PEBSCO - Nationwide	Bi-weekly	Remit detail of Government Payroll PEBSCO deductions.
Social Security Administration	Annually	Federal W-2 s
Social Security Administration	Annually	Federal 1099 reporting
VA Dept of Taxation	Annually	State W-2 s
VA Employment Commission	Quarterly	Quarterly report of employee earnings.
VA New Hire Reporting Center	Bi-weekly	Government new hires.
VA New Hire Reporting Center	Bi-weekly	School new hires.
VA Retirement System (VRS)	Monthly	Remit detail of School VRS deductions
Wachovia	Tue,Thu, Fri	ACH payment file
Wachovia, for Treasurer	Monthly	Check reconciliation files merged from Social Services, Payrolls, Refunds and Accounts Payable systems.

Existing Manual Interfaces to be Automated

Recipient of Data	Frequency	Description
Accounts payable	TBD	Risk Management claim payments
Subfinder	Daily	Set up of new employees as substitutes
General ledger*	TBD	Miscellaneous accounts receivable
General ledger*	TBD	School print shop billings
General ledger	TBD	Risk Management charges for coverage
HRM – Heidi*	TBD	New hires and terminations to update drug testing database

* May not be needed with Integrated System

Appendix I Data Conversion and History Requirements**

System	Function	Owner	Current Data to Convert	History to Convert	Manual or Automated Conversion Anticipated
GEAC	General ledger	Accounting	Beginning balances	none	Automated
GEAC	Purchasing	Purchasing	Open purchase orders	none	Automated
GEAC	Accounts payable	Accounting	Paid invoices matched to open purchase orders	none	Automated
GEAC	Vendor file	Accounting	12,000 -15,000 vendor records	none	Automated
Gary Brown & Assoc. (GBA)	Fixed asset management	Accounting	10,000 asset records	none	Automated
MBA	Miscellaneous accounts receivable	Accounting	Active accounts	none	Manual
HEIDI	Drug & alcohol testing, screening, background checks	HRM, Govt	Active records	All fail records	Automated
Integral	Core HR/payroll	HRM, Govt HR, Schools	Active records	Identified below	Automated
Integral	Employee/retiree data/demographics	HRM, Govt HR, Schools	Active records	Current year	Automated
Integral	Job and separation data	HRM, Govt HR, Schools	Active records	All, 10 years	Automated
Integral	Benefits	HRM, Govt HR, Schools	Active records	Current year plus one	Automated
HR Server	Personnel requisitions	HRM, Govt	Active records	3 years, certain data fields	Automated
HR Server	Position control	HRM, Govt	Active records	All, 5 years	Automated
HR Server	Salary history	HRM, Govt	Active records	all (since '95)	Automated
Applicant database	Track applicant data	HRM, Govt	All records	3 years	Automated
Savings Bonds-Govt	Tracks balances, remits purchase information	Payroll, Govt	Active records	Activity for calendar year	Manual
Time & Attendance - Govt	Records transactions for leave, part-time employees, over-time	Payroll, Govt	Active records	3 years	Automated
Training Register	Training registration system	Chesterfield University	Active records	All, 5,000 records	Automated
Applicant System - Schools	Uses Cold Fusion to collect all applicant data for on-line review and distribution	HR, Schools	All records	2 years	Automated

System	Function	Owner	Current Data to Convert	History to Convert	Manual or Automated Conversion Anticipated
HRMS - Foxpro	Experience, interview evaluations, licensures, & retiree information	HR, Schools	Active employees, retirees	Current information	Manual
Savings Bonds- Schools	Records savings bond information, remits purchase information	Payroll, Schools	All records (200)	Current information	Manual
Time and Attendance - Schools	Records transactions for leave, part-time employees, over-time	Payroll, Schools	Suspended transactions at conversion	none	N/a
A few ancillary systems in User depts	Human resource and detailed purchasing/invoice information	Govt	Current data and history	Various	Several years for HR; a couple for financial

** The County reserves the right to modify this information as we learn more, these are estimates at this time.

ATTACHMENT A.1 - SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in RFP #03-5107-8820.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the *Code of Virginia*, 1950 as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the County of Chesterfield, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the County of Chesterfield, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the County of Chesterfield.

To receive consideration for award, this signature sheet must be returned to the Purchasing Department as it shall be a part of your response.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Complete Legal Name of Firm: _____

Order From Address: _____

Remit To Address: _____

Signature: _____

Name(type/print): _____

Title: _____

Fed ID No.: _____ Phone (____) _____ Fax (____) _____

We hereby provide the following information to Chesterfield County regarding our business. We understand that it is provided for statistical purposes only and all firms submitting proposals will receive equal consideration.

Minority Business Enterprise: Yes _____ No _____

Woman-Owned Business: Yes _____ No _____

Chesterfield Business: Yes _____ No _____

Attachment A.2
CERTIFICATION OF SUBCONTRACTOR/SUPPLIER ACTIVITY
MINORITY BUSINESS ENTERPRISES, WOMAN-OWNED BUSINESSES, AND
CHESTERFIELD BUSINESSES

Contractors shall furnish the information requested below regarding subcontractor(s) or supplier(s).

Name and Address of Subcontractor/Supplier	(<input type="checkbox"/>) MBE	(<input type="checkbox"/>) WOB	(<input type="checkbox"/>) CB	Commodity or Service	Dollar Amount

If a continuation of this list of subcontractors/suppliers is needed, please attach additional pages to this form.

I have no MBE, WOB or CB applicable to this contract _____(☐)

Contractor hereby certifies that the above information is correct.

Complete Legal Name of Firm: _____

Date: _____

(Type or Print)

Attachment B PRE-QUALIFICATION FORM SOFTWARE VENDORS

In the event of a "NO" response to any of the questions listed below, the proposal does not meet the County's requirements. The County appreciates your interest, however, the proposal will not be considered responsive.

YES NO

1. Has the proposed software been implemented at public sector client sites with operating expenditures of \$500 million or more?
2. Has the proposed software been implemented in a local government (County/City) with an employee base of more than 3,000?
3. Has the proposed software been implemented in a public school district with an employee base of more than 5,000?
4. Is the proposed software a solution for the public sector?
5. Are you willing to sign a maintenance agreement for a specific amount for each of the first five years?
6. Are you willing to sign a maintenance agreement after the first five years where the annual increase is based upon an economic index?
7. Are each of the following activities web-enabled?
 - Recruitment
 - Personnel administration
 - Employee self-service
 - Training registration
 - Time and attendance
 - Procurement
 - Accounts payable
 - Budget preparation and transfers
 - General ledger and reporting

Attachment C
PRE-QUALIFICATION FORM
IMPLEMENTATION SERVICES FIRMS

In the event of a "NO" response to any of the questions listed below, the proposal does not meet the County's requirements. The County appreciates your interest, however, the proposal will not be considered responsive.

Yes No

1. Are you a certified implementation vendor for the software that is proposed?
2. Has your firm installed the proposed software at public sector client sites with operating expenditures of more than \$500 million?
3. Has your firm implemented the proposed software in a local government (County/City) with an employee base of more than 3,000?
4. Has your firm implemented the proposed software in a public school district with an employee base of more than 5,000?
5. Have you partnered with only one software vendor to submit a proposal for this project?
6. Is your firm willing to enter into a "not-to-exceed" price agreement for this project?

Attachment D
Client Reference Form-Software Vendor

Provide at least five (5) references for the software that most closely reflect similar projects to Chesterfield County's scope of work which have been completed within the past three (3) years. These references should be sites at which the software has been **FULLY IMPLEMENTED** and is "Live". Use the following format in submitting references.

GENERAL BACKGROUND

Name of Government, School District, or Agency: _____

Address: _____

Phone: _____ E-mail address: _____

Internal Project Manager: _____ / Title: _____

Service Dates: _____ Software Program/Version: _____

Summary of Project: _____

Project Budget: _____ Number of Employees: _____

PROJECT SCOPE

Indicate (by checking box) functionality installed:

- | | |
|---|--|
| <input type="checkbox"/> (1) General Ledger | <input type="checkbox"/> (2) Budget Preparation |
| <input type="checkbox"/> (3) Cash Management | <input type="checkbox"/> (4) Grants Accounting |
| <input type="checkbox"/> (5) Projects Accounting | <input type="checkbox"/> (6) Accounts Payable |
| <input type="checkbox"/> (7) Purchasing | <input type="checkbox"/> (8) Fixed Assets |
| <input type="checkbox"/> (9) Accounts Receivable | <input type="checkbox"/> (10) Personnel Administration |
| <input type="checkbox"/> (11) Job Requisitions & Applicant Tracking | <input type="checkbox"/> (12) Benefits |
| <input type="checkbox"/> (13) Compensation | <input type="checkbox"/> (14) Time and Attendance |
| <input type="checkbox"/> (15) Payroll | <input type="checkbox"/> (16) Employee Self Service |
| <input type="checkbox"/> (17) Learning and Development | <input type="checkbox"/> (18) Position Control |

PROJECT COST

Hardware Cost	\$ _____	Implementation Services	\$ _____
Software Cost	\$ _____	Government's Internal Cost (if known)	\$ _____
		Program Interface Cost	\$ _____

TECHNOLOGY INFORMATION

Hardware Platform: _____

Database Platform: _____

Operating System: _____

Attachment E

Client Reference Form- Implementation Services Firm

Provide at least five (5) references for the implementation services that most closely reflect similar consulting projects to Chesterfield County's scope of work completed within the past three (3) years and have involved the proposed software. These references should be sites at which the software has been **FULLY IMPLEMENTED** and is "Live". Use the following format in submitting references.

GENERAL BACKGROUND

Name of Government, School District, or Agency: _____

Address: _____

Phone: _____ E-mail address: _____

Internal Project Manager: _____ / Title: _____

Service Dates: _____ Software Program/Version: _____

Summary of Project: _____

Project Budget: _____ Number of Employees: _____

PROJECT SCOPE

Indicate (by checking box) functionality installed:

- | | |
|--|--|
| <input type="checkbox"/> (1) General Ledger | <input type="checkbox"/> (2) Budget Preparation |
| <input type="checkbox"/> (3) Cash Management | <input type="checkbox"/> (4) Grants Accounting |
| <input type="checkbox"/> (5) Projects Accounting | <input type="checkbox"/> (6) Accounts Payable |
| <input type="checkbox"/> (7) Purchasing | <input type="checkbox"/> (8) Fixed Assets |
| <input type="checkbox"/> (9) Accounts Receivable | <input type="checkbox"/> (10) Personnel Administration |
| <input type="checkbox"/> (11) Personnel Requisitions and
Applicant Tracking | <input type="checkbox"/> (12) Benefits |
| <input type="checkbox"/> (13) Compensation | <input type="checkbox"/> (14) Time and Attendance |
| <input type="checkbox"/> (15) Payroll | <input type="checkbox"/> (16) Employee Self Service |
| <input type="checkbox"/> (17) Learning and Development | <input type="checkbox"/> (18) Position Control |

PROJECT COST

Hardware Cost	\$ _____	Implementation Services	\$ _____
Software Cost	\$ _____	Government's Internal Cost (if known)	\$ _____
		Program Interface Cost	\$ _____

TECHNOLOGY INFORMATION

Hardware Platform: _____

Database Platform: _____

Operating System: _____

Attachment F

Client Reference Form- Third Party Firm

Provide at least five (5) references for the products and/or services that most closely reflect similar consulting projects to Chesterfield County's scope of work completed within the past three (3) years and have involved the proposed software. These references should be sites at which the software has been **FULLY IMPLEMENTED** and is "Live". Use the following format in submitting references.

GENERAL BACKGROUND

Name of Government, School District, or Agency: _____

Address: _____

Phone: _____ E-mail address: _____

Internal Project Manager: _____ / Title: _____

Service Dates: _____ Software Program/Version: _____

Summary of Project: _____

Project Budget: _____ Number of Employees: _____

PROJECT SCOPE

Indicate (by checking box) functionality installed:

- | | |
|--|--|
| <input type="checkbox"/> (1) General Ledger | <input type="checkbox"/> (2) Budget Preparation |
| <input type="checkbox"/> (3) Cash Management | <input type="checkbox"/> (4) Grants Accounting |
| <input type="checkbox"/> (5) Projects Accounting | <input type="checkbox"/> (6) Accounts Payable |
| <input type="checkbox"/> (7) Purchasing | <input type="checkbox"/> (8) Fixed Assets |
| <input type="checkbox"/> (9) Accounts Receivable | <input type="checkbox"/> (10) Personnel Administration |
| <input type="checkbox"/> (11) Personnel Requisitions and
Applicant Tracking | <input type="checkbox"/> (12) Benefits |
| <input type="checkbox"/> (13) Compensation | <input type="checkbox"/> (14) Time and Attendance |
| <input type="checkbox"/> (15) Payroll | <input type="checkbox"/> (16) Employee Self Service |
| <input type="checkbox"/> (17) Learning and Development | <input type="checkbox"/> (18) Position Control |

PROJECT COST

Hardware Cost	\$ _____	Implementation Services	\$ _____
Software Cost	\$ _____	Government's Internal Cost (if known)	\$ _____
		Program Interface Cost	\$ _____

TECHNOLOGY INFORMATION

Hardware Platform: _____

Database Platform: _____

Operating System: _____

Chesterfield County, VA
RFO #03-5107-8820
Attachment G

Schedule 1: Summary

Summary of Total Software, Professional Services, and Maintenance Costs

Cost Categories	Proposed Cost in RFP	Explanation/Notes (if necessary)**
Software License Fees (Schedule 2)(*)(**)		
Professional Services (Schedules 3, 4, & 5):		
Implementation Services (Schedule 3)		
Data Conversion and Interfaces Estimate (Schedule 3)		
Training (Schedule 4)		
Travel and Other Costs (Schedule 5)		
Hardware Costs (if any)		
Total Cost During Project Period	\$ -	

Ongoing Maintenance & Support (Years 1-5)

Period	Proposed Cost in RFP	Explanation/Notes (if necessary)**
Year One*		
Year Two		
Year Three		
Year Four		
Year Five		

**Please identify the time at which "Year One" support begins (e.g., once software goes into production).*

***Attach additional notes (if needed) to provide full explanation.*

Assumptions/Additional Comments

*List here the maintenance & support starting point (e.g., 10% of license) and annual caps in growth (e.g., lower of x% per year or inflation).
Also list all other assumptions and use additional space if necessary.*

Please check all cell formulas!!

Chesterfield County, VA
RFO #03-5107-8820
Attachment G

Schedule 2: Licensing Fees

Detailed Licensing Fees By Module

Module	Proposed Cost in RFP	Number of Users/Employees	Fee Per User/Employee	Explanation/Notes (if necessary)**
General Ledger				
Accounts Payable				
Purchasing				
Projects Accounting				
Grants Accounting				
Accounts Receivable				
Budget Preparation				
Fixed Assets				
Human Resources				
Payroll				
Time and Attendance				
Training and development				
Subtotal	\$ -			
Third-Party Software (List Individually)				
Subtotal	\$ -			
List Price	\$ -			
Discountable Software				
Less Discount				
Total License Fees				

****Attach additional notes (if needed) to provide full explanation.**

Assumptions/Additional Comments

List all other assumptions here.

Please check all cell formulas!!

Schedule 3: Professional Services
Estimated Professional Services Costs

1. Estimated Vendor Hours and Cost

Phase \ Activity	Data Conversion			Interfaces			Customizations			All Other Implementation Services			Total	
	Hours	Rate*	Cost	Hours	Rate*	Cost	Hours	Rate*	Cost	Hours	Rate*	Cost	Hours	Cost
General Ledger													0	\$ -
Accounts Payable													0	\$ -
Purchasing													0	\$ -
Projects Accounting													0	\$ -
Grants Accounting													0	\$ -
Accounts Receivable													0	\$ -
Budget Preparation													0	\$ -
Fixed Assets													0	\$ -
Human Resources													0	\$ -
Payroll													0	\$ -
Time and Attendance													0	\$ -
Training and Development													0	\$ -
Employee Self Service													0	\$ -
Change Management													0	\$ -
Business Process Reengineer.													0	\$ -
Total	0		\$ -	0		\$ -	0		\$ -	0		\$ -	0	\$ -

* Please use (and specify) the proposed blended rate for each phase.

2. Assumed Government Hourly Participation (Please input the estimated "Hours" only)

Phase \ Activity	Data Conversion			Interfaces			Customizations			All Other Implementation Services			Total	
	Hours	Rate*	Cost	Hours	Rate*	Cost	Hours	Rate*	Cost	Hours	Rate**	Cost	Hours	Cost
Design														
Configure														
Build														
Change Management														
Business Process Reengineer.														
(add additional cells if needed)														
Total	0.00			0.00			0.00			0.00			0.00	

Assumptions/Additional Comments

Please check all cell formulas!!
At a minimum, vendors must separate work effort by Financials and HRMS phases and specify which modules are included in each phase.

Chesterfield County, VA
RFO #03-5107-8820
Attachment G

Schedule 4: Customizations
Costs per Requirement

Requirement Number						Total
	Cost	Cost	Cost	Cost	Cost	Cost
Total	\$ -	\$ -	\$ -	\$ -	\$ -	

**NOTE: Please label each Column to be consistent with your implementation methodology and scheduled rollout of modules.*

Assumptions/Additional Comments

Please check all cell formulas!!

Chesterfield County, VA
RFO #03-5107-8820
Attachment G

Schedule 5: Training Costs
Estimated Cost of Training by Phase

1. Training Hours and Costs By Trainee

Trainee Type	Phase	Number of Students	Phase I			Phase II			Phase III			Phase IV			Phase V			Total	
			Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost
Total		0	0		\$0	0		\$0	0		\$0	0		\$0	0		\$0	0	\$0

**Please label each Phase to be consistent with your implementation methodology.*

2. Additional Training Costs

Type	Phase		Phase I			Phase II			Phase III			Phase IV			Phase V			Total	
			Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost
Total		0	0		\$0	0		\$0	0		\$0	0		\$0	0		\$0	0	\$0

3. Total Training Costs

Total Cost	Phase		Phase I			Phase II			Phase III			Phase IV			Phase V			Total	
					Cost			Cost			Cost			Cost			Cost		Cost
Total Cost			0		\$0	0		\$0	0		\$0	0		\$0	0		\$0	0	\$0

Assumptions/Additional Comments

Note: Phases are provided for illustration purposes only. Cost submittal must match any phases proposed in implementation plan.

Please check all cell formulas!!

Chesterfield County, VA
RFO #03-5107-8820
Attachment G

Schedule 6: Travel & Other Costs
Travel and Other Costs

Phase	Phase I	Phase II	Phase III	Phase IV	Phase V	Total
Category	Cost	Cost	Cost	Cost	Cost	Cost
Total	\$ -	\$ -	\$ -	\$ -	\$ -	

**Please label each Phase to be consistent with your implementation methodology.*

Assumptions/Additional Comments

Please check all cell formulas!!

Functional Category: General Ledger (including Budget Control)

F = Fully Provided "Out-of-the-Box"

NV = Provided in the Very Next Version

TP = Third Party Software Required

CO = Configuration (no changes to underlying source code)

R = Provided with Reporting Tool

CU = Custom Development to Underlying Code Required

NA = Not Available

Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
	General Requirements				
GL 1.00	System provides adequate control by updating the general ledger and all subsidiary ledgers from the same transaction source.		NR		
GL 2.00	System has the capability to reflect credits as negative numbers and debits as positive numbers within the database. On screens and reports, system must reflect positive numbers for nominal balances (e.g. Credit side entries for revenue show positive, but negative for cash).		NR		
GL 3.00	System provides the ability to drill down from balances into each integrated sub system for detailed viewing of transactions.		NR		
GL 4.00	Ability to access imaged documents from general ledger		NR		
GL 5.00	Ability to import and export data		NR		
GL 6.00	Provide user defined alert reports		NR		
	Organizational Design				
GL 7.00	System supports reorganization by moving and merging all actual, budget, and historical data when the organization is changed. The following functionality is available to users while performing a reorganization within the system:				
GL 7.01	The ability to split an old organization to multiple organizations by amount.		NR		
GL 7.02	The ability to split an old organization to multiple organizations by percent.		NR		
GL 8.00	System has the ability to restate or not restate history after a re-organization.		NR		
GL 9.00	Supports multiple organizational structures concurrently for reporting purposes.		NR		

Functional Category: General Ledger (including Budget Control)

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NA = Not Available

Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
GL 10.00	Ability to group or ungroup organizational units for reporting purposes.		NR		
GL 11.00	System automatically maps open documents created with old organization information to new organization structure during a reorganization.		NR		
	Chart of Accounts Design				
GL 12.00	System permits for authorized users to establish and maintain a standard chart of accounts to meet countywide and user accounting and financial reporting needs, using tables which do not require programming knowledge to establish or modify.		NR		
GL 13.00	System provides at least 10 levels of structure for each segment of the Chart of Accounts.		NR		
GL 14.00	System permits the length of each Chart of Accounts segment data field to be at least 6 alphanumeric characters.		NR		
GL 15.00	System should provide the capability to match the County Chart of Accounts and record transactions by the following segments, but not limited to:				
GL 15.01	Total Organization		NR		
GL 15.02	Entity		NR		
GL 15.03	Fund Type		NR		
GL 15.04	Fund		NR		
GL 15.05	Division/Function		NR		
GL 15.06	Department		NR		

Functional Category: General Ledger (including Budget Control)

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CO = Configuration (no changes to underlying source code)

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CU = Custom Development to Underlying Code Required

NA = Not Available

Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
GL 15.07	Division within department		NR		
GL 15.08	Location		NR		
GL 15.09	Program		NR		
GL 15.10	Projects, including project phase and multi-year capabilities		NR		
GL 15.11	Grants, including sub-grant tracking and control and multi-year capabilities		NR		
GL 15.12	Account/Object (See below)		NR		
GL 16.00	General Ledger account can be designated by a user-definable "account type" which can be tracked on all transactions including, but not limited to as follows:				
GL 16.01	Asset account		NR		
GL 16.02	Liability account (including trust)		NR		
GL 16.03	Fund equity account		NR		
16.04	Revenue account (Collected and Accrued)		NR		
GL 16.05	Expense or expenditure account (Paid and Accrued)		NR		
GL 16.06	Appropriation (Budgeted Revenue and Expense)		NR		

Functional Category: General Ledger (including Budget Control)

F = Fully Provided "Out-of-the-Box"

NV = Provided in the Very Next Version

TP = Third Party Software Required

CO = Configuration (no changes to underlying source code)

R = Provided with Reporting Tool

CU = Custom Development to Underlying Code Required

NA = Not Available

Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
GL 16.07	Commitments		NR		
GL 16.08	Encumbrances		NR		
GL 17.00	Accounts can be shared across multiple years (i.e., project & grant accounts)		NR		
GL 18.00	System allows for sorting of the chart of accounts.		NR		
GL 19.00	Accounts can be added or changed to an active or inactive status.		NR		
GL 20.00	Segments of the Chart of Accounts can be grouped on a user-defined basis into multiple reporting hierarchies.		NR		
GL 21.00	Specified portions of a chart segment can be identified for reporting on a user defined basis. Example: First two positions of account.		NR		
GL 22.00	Use effective dating when adding or deleting any segment of the Chart of Accounts (at all levels) and validate entries based upon the effective date.		NR		
GL 23.00	Provides for easy chart of accounts organization structure changes to meet changing organizational and reporting needs.		NR		
GL 24.00	Chart of accounts organization structure changes can be tracked from a user-defined period of time.		NR		
GL 25.00	System provides a hierarchical structure that groups projects across departments for countywide reporting purposes.		NR		
GL 26.00	System provides an option for coding reduction techniques or tools to significantly reduce the amount of data entry required on a transaction and the likelihood of data entry errors.				
GL 26.01	Creation and editing of these reduction codes would be at the department level, based on user security, and use would be optional.		NR		

Functional Category: General Ledger (including Budget Control)

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TP = Third Party Software Required

CO = Configuration (no changes to underlying source code)

R = Provided with Reporting Tool

CU = Custom Development to Underlying Code Required

NA = Not Available

Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
GL 26.02	A coding reduction value or code references specific user-defined combinations of any segment of the chart of accounts.		NR		
GL 26.03	Data entry of this specific coding reduction value on a transaction can infer or "look up" the combination of segments instead of requiring data entry of each of these segments on the transaction.		NR		
GL 26.04	Data entry into a specific segment of the chart of accounts defaults or "looks up" the combination of values for other chart of account segments by referencing a user-defined mapping table.		NR		
GL 27.00	Data entry into specific segments of the chart of accounts is limited to the segments that have been defined for that user by security.		NR		
GL 28.00	System provides for proper recording of revenue to the revenue coding structure and monitoring against estimated revenues to meet countywide and department-specific reporting and control requirements.		NR		
GL 29.00	Provides an optional level of detail below the countywide revenue and expenditure object, established for use by individual departments at their discretion. The department objects should automatically roll up to countywide objects.		NR		
GL 30.00	Provides an optional level of detail below the countywide general ledger account, established for use by individual departments at their discretion. The department general ledger account should automatically roll up to the countywide general ledger account.		NR		
GL 31.00	Supports chart of account changes and maintain records of historical Chart of Accounts		NR		
GL 32.00	Supports copying accounts from one organizational unit to another to facilitate Chart of Accounts maintenance		NR		
GL 33.00	Allows the user to upload chart of account records from 3rd party products.		NR		
GL 34.00	Provide for Chart of Account segments to have a long description of at least 50 alphanumeric characters.		NR		
GL 35.00	Provide for Chart of Account segments to have a short description of at least 15 alphanumeric characters.		NR		
GL 36.00	Provide ability to record and report transactions by location		NR		

Functional Category: General Ledger (including Budget Control)

F = Fully Provided "Out-of-the-Box"

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CO = Configuration (no changes to underlying source code)

R = Provided with Reporting Tool

CU = Custom Development to Underlying Code Required

NA = Not Available

Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
GL 37.00	Allow a many to many relationship while creating transactions between <u>all</u> chart of account segments within user-defined security rules.		NR		
GL 38.00	Provides system edits that would tie certain types of transactions to the related chart items without exception, unless there is an administrator override. Example: Payroll transactions can only be posted to payroll accounts.		NR		
GL 39.00	Provides system controls to disallow re-use of existing chart items, regardless of the length of time the item has been inactivated, without administrator override .		NR		
	Fund Accounting				
GL 40.00	Provides for the maintenance of funds, each of which is a self balancing set of accounts with all fund records being processed simultaneously by the common system.		NR		
GL 41.00	During all processing, the system edits transactions to ensure that each entry to a fund is balanced and complete, and each fund is maintained as a self-balancing entity.		NR		
GL 42.00	Provides all procedural functions of a fund accounting system in conformity with GAAP, GASB, GAAFR, OMB (Office of Management and Budget), and APA (Auditor of Public Accounts).		NR		
GL 43.00	System provides the appropriate accounting treatment for each fund type in accordance with GAAP as promulgated by GASB.		NR		
GL 44.00	System simultaneously supports the following bases of accounting for the appropriate fund types:				
GL 44.01	· Cash basis		NR		
GL 44.02	· Modified accrual basis		NR		
GL 44.03	· Accrual basis		NR		
GL 45.00	System provides capability to report expenditure activity on a cash basis (budgetary compliance and reporting) and accrual basis (CAFR reporting) within the same fund, and to provide reconciling transaction reports as needed, including the transactions that may end up in different fiscal years based on the method of reporting.				

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GL 45.01	For example, for transactions that need to update prior year non-cash accounts, but effect current year cash accounts, the system updates cash in current year and sets up 'due to' and 'due froms' appropriately across the fiscal years.		NR		
GL 46.00	System properly accounts for inter-fund transfers of cash in accordance with GAAP, and maintain associated audit trail. Such transfers include loans, advances, operating transfers, quasi-external transactions, and reimbursement transactions.		NR		
GL 47.00	System provides ability to balance inter-fund receivable, payable, and operating transfer accounts within funds and departments as well as across the entire system.		NR		
GL 48.00	Provide transaction edits that permit, warn or reject transactions across funds, based on user-defined allowable Chart of Account code combinations.		NR		
GL 49.00	For every transaction (including expenditure, revenue, or balance sheet accounts), System performs a cash available edit (which is user-defined) and commits the transaction either with or without a warning message if it passes the edit or produces an error message if the transaction fails the edit.		NR		
GL 50.00	For every transaction (including expenditure, revenue, or balance sheet accounts), System performs an appropriated funds available edit (which is user-defined) and commits the transaction either with or without a warning message if it passes the edit or produces an error message if the transaction fails the edit.		NR		
GL 51.00	For every transaction (including expenditure, revenue, or balance sheet accounts), System performs a departmental budget funds available edit (which is user-defined) and commits the transaction either with or without a warning message if it passes the edit or produces an error message if the transaction fails the edit.		NR		
GL 52.00	The system allows for establishing funds that are exempt from cash available edits and appropriated funds edits.		NR		
GL 53.00	Provides ability to process transfers between funds.		NR		
GL 54.00	Allows users to perform the following intra-department and inter-department fund transfers: real (i.e., cash), nominal (i.e., expenses).		NR		
GL 55.00	Provides ability for one department to process a payment to another department for goods or services rendered without issuing a warrant.		NR		
GL 56.00	Supports a fund having multiple bank accounts.		NR		

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GL 57.00	Ability to record and maintain the following non-financial data for each unique fund:				
GL 57.01	Date Established		NR		
GL 57.02	Purpose of Fund		NR		
GL 57.03	Source of Revenue		NR		
GL 57.04	Acceptable Uses		NR		
GL 57.05	Legal Authority for creation of fund		NR		
GL 57.06	Date Closed		NR		
GL 57.07	Fund Type		NR		
GL 57.08	Fund Group		NR		
GL 57.09	Interest bearing and not interest bearing indicator		NR		
GL 58.00	Ability to record and maintain the following financial data for each unique fund:				
GL 58.01	Adopted Annual Budget		NR		
GL 58.02	Adjusted Annual Budget		NR		

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GL 58.03	Departmental Annual Budget		NR		
GL 58.04	Total expenditures		NR		
GL 58.05	Total revenue		NR		
GL 58.06	Pre Encumbrances		NR		
GL 58.07	Encumbrances		NR		
GL 58.08	Interfund Transactions		NR		
GL 58.09	Fund Balance		NR		
GL 58.10	Breakdown fund balance into reserved, unreserved, designated, and undesignated		NR		
GL 59.00	Maintain expenditure and revenue details on a fund-by-fund basis.		NR		
GL 60.00	Provide on-line inter-fund reconciliation		NR		
GL 61.00	System must have ability to accumulate user defined, statistical data such as by fund, department, organization, and program or project and other user defined levels.		NR		
GL 62.00	Ability to maintain life to date balances for project/grant funds.		NR		
	Journal Entry				

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GL 63.00	Enter journal transactions online, real time or in batches.		NR		
GL 64.00	Ability when entering a journal voucher to view the multiple entries within the journal transaction on any screen.		NR		
GL 65.00	Provide default data within journal fields (i.e., year, fund).		NR		
GL 66.00	Attach or reference multiple backup documents electronically (e.g. emails) to the journal entry. Additionally, user should be able to print attached documents in addition to printing the journal entry.		NR		
GL 67.00	Input journal entries as a correction or adjustment to prior accounting periods.		NR		
GL 68.00	Import journal entries from desktop applications (e.g., Microsoft Excel) and/or other external systems (e.g. fixed assets system) and validate the entry against the chart of accounts and allowed chart of account code combinations.		NR		
GL 69.00	System provides journal entry worksheets.		NR		
GL 70.00	Automatically generate and assign document control numbers for all system generated documents and transactions.		NR		
GL 71.00	Cancel or back-out transactions, with audit trail.		NR		
GL 72.00	System provides at least 15 user-define reference fields on journal vouchers for transaction processing which can accommodate the following fields at a minimum:				
GL 72.01	Transaction reference number (12 characters, alpha numeric)		NR		
GL 72.02	Account Type (3 digits, numeric)		NR		
GL 72.03	Internal Voucher Type (3 digits, numeric)		NR		

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GL 72.04	Operator ID		NR		
GL 72.05	Transaction code (2 characters, alphanumeric)		NR		
GL 72.06	Transaction description fields		NR		
GL 73.00	Provides ability to trace summarized transactions in the General Ledger back to detail source documents in other system modules or subsystems within the enterprise system. If the information must be retrieved from these modules or subsystems, it should be transparent to the user.		NR		
GL 74.00	System supports establishment of rules for each journal type which determine the appropriate processing, for example but not limited to:				
GL 74.01	Account default to reduce keystrokes		NR		
GL 74.02	Type of data to be entered		NR		
GL 74.03	Whether data is required, optional, and not allowed		NR		
GL 75.00	System provides ability to generate default offset entries for non-journal voucher financial documents (from subledgers). E.g. payment requests, purchase orders, encumbrances, requisitions, cash receipts, etc.		NR		
GL 76.00	System is able to have a two part number which makes up the whole journal entry number. The first part of the journal number is a user-defined prefix such as year and month and the second part of the number is an automated sequence number (that is never duplicated).		NR		
GL 77.00	Allows users to enter journal entry batches simultaneously or post journal entries simultaneously.		NR		
GL 78.00	Provides online validation and editing for error identification and correction before actual posting occurs, including the notification of out-of-balance batches with correction capability prior to posting at the detail level or notification if posting to a closed period (month).		NR		

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GL 79.00	System provides users with the ability to query and print a copy of approved journal vouchers and/or internal vouchers where approval is required by another user.		NR		
GL 80.00	Support accrual journals, which can (optionally) automatically reverse themselves on a user-specified date in the following period.		NR		
GL 81.00	System provides for the automatic reversal of specified journal entries using a system generated date.		NR		
GL 82.00	System supports automatic standard and recurring journals each month and ability to edit as needed.		NR		
GL 83.00	System allows creation of a Journal Entry using previously entered journal entry format (copy journal).		NR		
GL 84.00	Provide Journal Entry footnotes or a line item description area.		NR		
GL 85.00	User may select summary or detailed posting of transactions to the general ledger from subsidiary ledgers/modules within the system.		NR		
GL 86.00	System provides ability to create and process transactions against statistical and memo accounts in addition to financial accounts.		NR		
GL 87.00	System provides ability to create, enter, track and analyze estimated expenses and estimated revenues.		NR		
GL 88.00	Provide for users to save journal entries that have not yet been posted or cleared for all validation errors online.		NR		
GL 89.00	Enable users to define default clearing accounts to be optionally used on interface transactions that are in error, but need to be processed. The way the default clearing account is optionally assigned is by a unique combination of department, account type, and document type rules.		NR		
GL 90.00	System provides the ability to maintain an audit trail on all journal entries (I.e. who entered, when, etc).		NR		
GL 91.00	Offer decentralized journal entry with electronic routing for approvals prior to posting.		NR		

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GL 92.00	Ability to query on one line of a journal entry to view the balanced entry.		NR		
	Interfund and Interdepartmental Vouchers				
GL 93.00	Provide all the functionality specified for the journal voucher requirements for interfund and interdepartmental vouchers.		NR		
GL 94.00	Enter journal entries for multiple departments and funds under one journal header with appropriate security.		NR		
GL 95.00	Enter journal entries for multiple departments and funds under one journal header.		NR		
GL 96.00	Provide the ability to create an encumbrance (commitment) for estimated costs for interdepartmental/interfund work to be provided.		NR		
GL 97.00	Route created interdepartmental/interfund vouchers to a user-specified approval structure for review and either approval or rejection. Transaction will not commit until it is approved.		NR		
GL 98.00	If the interdepartmental/interfund vouchers are rejected or a specified period of time lapses, send a user specified notification (e.g. email).		NR		
GL 99.00	Provide the capability of interdepartmental/interfund voucher (IV) reference a previously established encumbrance. After the IV transaction is posted, the referenced encumbrance document should automatically liquidate.		NR		
GL 100.00	Restrict inter-fund postings based upon security.		NR		
GL 101.00	Provide the capability to flag inter-departmental voucher in dispute and allow user-defined workflow rules to resolve dispute.		NR		
	Encumbrances		NR		
GL 102.00	Ability to generate appropriate type and stages of encumbrance based on type of "legal authority to spend." (such as Board of Supervisors, approved contract, purchase order, etc.).		NR		
GL 103.00	Ability to adjust, change, supplement or reduce existing encumbrances and commitments, maintaining an audit trail of all adjustments.		NR		

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GL 104.00	Encumbrance process should include the following data:				
GL 104.01	Type of encumbrance		NR		
GL 104.02	Date requested		NR		
GL 104.03	Date set up		NR		
GL 104.04	Chart of Account codes (multiple sets)		NR		
GL 104.05	Originating unit & contact info		NR		
GL 104.06	Encumbrance Number (auto-generated by type of encumbrance)		NR		
GL 104.07	Fiscal Year		NR		
GL 104.08	Description		NR		
GL 104.09	Amount		NR		
GL 104.10	Payee		NR		
GL 104.11	Approval Fields (up to 10 levels)		NR		
GL 104.12	Text Fields (up to 5)		NR		
GL 104.13	Multiple Vendor Numbers		NR		

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GL 105.00	Provide standard and user-defined Year-End Close encumbrancing rules and functionality, to include (but not limited to):				
GL 105.01	Carry-forward user-selected encumbrances as commitments		NR		
GL 105.02	Non-selected encumbrances are not carried forward		NR		
GL 105.03	Carry all encumbrances forward		NR		
GL 105.04	Cancel blanket purchase orders (open commitments) which have no outstanding items on order at year end		NR		
GL 105.05	Create year end accruals		NR		
GL 106.00	When encumbrances are selected to be carried forward, system is able to track them as prior year encumbrances (at user's discretion) with the following functionality:				
GL 106.01	Encumbrances are reported by fund balance reserves and rolled forward to the current year.		NR		
GL 106.02	Increase current year appropriation by encumbrance amount and track fund balance reserve by original budget year separately from the new current year fund balance reserve.		NR		
GL 106.03	Liquidate prior year encumbrance from prior year budget reserve due to encumbrance cancellation or payment activity in the current year.		NR		
GL 106.04	Report and display prior year encumbrance reserve separately from current year encumbrance reserves.		NR		
GL 106.05	When the encumbrance is closed with a residual unspent amount, the residual amount is tracked and controlled separately and have option to added back/not add back to current year available funds.		NR		
GL 107.00	When encumbrances are selected to be carried forward, system is able to track them as current year encumbrances (at user's discretion) with the following functionality:				
GL 107.01	Encumbrances are closed in the prior year and recreated in the current year.		NR		

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GL 107.02	Increase new current year appropriation and track fund balance reserve in the new current year fund balance reserve.		NR		
GL 107.03	Liquidate encumbrance and record expense like any other current year encumbrance.		NR		
GL 107.04	Report encumbrances with current year encumbrances.		NR		
GL 107.05	When the encumbrance is closed in the current year with a residual unspent amount, have the option to add/not add back the residual amount to current year available funds.		NR		
GL 108.00	Provide the ability to close encumbrances by type of encumbrance.		NR		
	Closing				
GL 109.00	Provides automated year-end close processes (i.e., close nominal accounts to fund balance or fund equity, roll real accounts forward) for all modules as needed.		NR		
GL 110.00	Initiate year-end processing at any point in time after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day).		NR		
GL 111.00	Roll forward or close grant and project accounts based on the type of project or grant.		NR		
GL 112.00	Allow users to run a process that closes all selected open purchase orders/encumbrances and requisitions/commitments with user-defined parameters at year-end. Some of the parameters include, but are not limited to:				
GL 112.01	Dollar Amount		NR		
GL 112.02	Age of Encumbrance		NR		
GL 113.00	Ability to close by fund group or by fund.		NR		
GL 114.00	Provide the ability to perform period end closings.		NR		

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GL 115.00	Allow for maintaining multiple fiscal years (at least 3) and periods concurrently, which allows users to post transactions for a new fiscal year prior to closing the previous year.		NR		
GL 116.00	Allow new year inputs to be entered before the old year's preliminary closing, with the transactions held in suspense until the new year is opened.		NR		
GL 117.00	Allow users to set a default accounting period.		NR		
GL 118.00	Allow users to define closing periods and the period closing dates.		NR		
GL 119.00	Provide support for multiple open periods.		NR		
GL 120.00	Prevent transactions from posting into a closed period (month or year).		NR		
GL 121.00	Support reopening a closed period (either month or year) for transaction processing with appropriate security. User is able to reopen a prior period which is several periods back without opening all the prior periods sequentially.		NR		
GL 122.00	Permit prior period adjustments. This must be a controlled feature with user defined parameters.		NR		
GL 123.00	Allow user defined types of transactions to post into a future period as long as the period is open and the user has appropriate security authority.		NR		
GL 124.00	System should support pre-close (trial closes) and generates pro forma financial statements without restriction.		NR		
GL 125.00	Allow on-line posting of expenditure and revenue accruals required for end of fiscal year closings.		NR		
GL 126.00	Provide access to 2 years of complete financial information and year to date information in detail format online.		NR		
GL 127.00	Provide for at least 16 user-definable accounting periods per year that can either be used for transacting against financial balances, adjusting periods against financial balances, or adjusting periods that are for memo entries only and do not update financial balances, but will be reflected in annual reports.		NR		
GL 128.00	System provides the functionality to roll surplus budgets into fund balance at year end.		NR		

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	Inquiry and Reporting				
GL 129.00	Provide the ability to report on all detailed data for up to 10 years to meet legislative and management report needs both on a standard and ad-hoc reporting basis.		NR		
GL 130.00	Ability to summarize individual line-item accounts into meaningful groups of accounts for use in financial reporting based on user-defined criteria.		NR		
GL 131.00	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by fiscal year using any individual or combination of the following all chart of account segments.		NR		
GL 132.00	Produce an ad-hoc report using any field in the General Ledger.		NR		
GL 133.00	Maintain a history of all General Ledger transactions and produce detailed transaction reports to provide an appropriate audit trail.		NR		
GL 134.00	Provide a trial balance by fund to obtain a running total of debits and credits.		NR		
GL 135.00	Provide compliance with GASB34 financial reporting (e.g. Comprehensive Annual Financial Report). The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following:				
GL 135.01	Combined Balance Sheet		NR		
GL 135.02	Combined Statement of Revenues, Expenditures, and Changes in Fund Balance		NR		
GL 135.03	Combined Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual on Budgetary Basis		NR		
GL 135.04	Combined Statements of Revenues, Expenses and Changes in Fund Equity		NR		
GL 135.05	Combined Statement of Cash Flows		NR		
GL 135.06	Combined Statement of Changes in Net Assets		NR		

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GL 135.07	Combined Statement of Net Assets		NR		
GL 135.08	Combined Statement of Activities		NR		
GL 136.00	Presents financial statements on an accrual, modified accrual and cash basis.		NR		
GL 137.00	Provide subsidiary ledgers for balance sheet accounts as needed. These subsidiaries must generate reports of open transactions that accumulate to the balance sheet account totals.		NR		
GL 138.00	Show different organizational structures on a single report displaying accurate prior and current year data. Within the report, a unit existing under one division in the prior year may be reflected under a new division or may not exist in the current year.		NR		
GL 139.00	Provide the ability to filter, search, use wildcards, and report/query detail, month-to-date and year-to date budget, estimated revenue, expenditures, revenue, encumbrances, and commitments by any segment in the chart of accounts (for current and prior year information)		NR		
GL 140.00	System is flexible enough to comply with present and future-reporting requirements by GASB, APA, and State/Federal grant reporting requirements (OMB).		NR		
GL 141.00	Provide fund transfer reports such as, interfund receivables, interfund payables, and operating transfers, that displays month and year to date transfer information.		NR		
GL 142.00	Provide the ability to produce the following financial reports based upon user-defined criteria (e.g. transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund/fund type/fund group/or any combination as defined:				
GL 142.01	Trial Balance		NR		
GL 142.02	Cash Flow		NR		
GL 142.03	Fund Balance Report		NR		
GL 142.04	Balance Sheet		NR		

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GL 142.05	Income Statement		NR		
GL 143.00	System displays names for all chart of accounts data included when producing reports.		NR		
GL 144.00	System is capable of producing a 10 year comparison report by fiscal year which details revenue accruals, expenditures, and commitments and provides amount changes and percentage changes.		NR		
GL 145.00	Provide a net county cost report that displays current revenue less current expenditures less outstanding encumbrances for any element in the chart of accounts		NR		
GL 146.00	Able to segment prior year activities on all open balances, comparison, and roll forward type of reports (e.g. Open Encumbrances Report).		NR		
GL 147.00	Ability to write reports that combine accounting data with data from databases outside of the accounting system.		NR		
GL 148.00	Ability to write and view reports online.		NR		
GL 149.00	Ability to print reports to any printer (e.g. laser jets, networked copiers)		NR		
	Budget Control				
GL 150.00	Financial Management module fully integrates with the Payables, Purchasing, Inventory, and Human Resources modules to ensure that all transactions using or affecting budget (appropriation, grant, project, department) authority are validated online, real-time against up-to-date budget totals based on established budgetary controls.		NR		
GL 151.00	System tracks transaction detail at the level of entry.		NR		
GL 152.00	System provides multiple levels of controls for departments budgets.		NR		
GL 153.00	System provides the ability to override appropriation, department, grant, project, and contract budget edits with the appropriate security authority for each type of budget without opening the budget to other users.		NR		

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GL 154.00	System provides security features that allow users to enter and save but not post budget adjustments.		NR		
GL 155.00	System provides security features that allow central office budget personnel to retrieve and post saved budget adjustments.		NR		
GL 156.00	System provides separate data entry and document types for appropriation and department budget transactions.		NR		
GL 157.00	System separately tracks original budget, budget adjustment, and budget transfer line items for each appropriation.		NR		
GL 158.00	System separately tracks original budget, budget adjustment, and budget transfer line items for each department budget.		NR		
GL 159.00	System uses the following formula to calculate available budget (original budget +/- budget adjustments +/- budget transfers - freezes/deferments - commitments - encumbrances - expenditures) Note the inclusion of commitments and encumbrance depends on the system configuration.		NR		
GL 160.00	System should provide appropriation budget controls by user defined combinations for any or all chart of account segments.		NR		
GL 161.00	System provides multi-year appropriation budget control.		NR		
GL 162.00	System provides appropriation budget control at varying levels and combinations of the chart of accounts (i.e. 3rd level of fund; 2nd level of organization, 3rd level of general ledger account).		NR		
GL 163.00	System provides an indicator, for each appropriation, that determines if commitments are included in the available appropriation budget edit.		NR		
GL 164.00	System provides an indicator, for each appropriation, that determines if encumbrances are included in the available appropriation budget edit.		NR		
GL 165.00	System provides the capability to establish budget control at the timesheet entry or any "resource usage" data entry level, with the ability to override with the appropriate security control.		NR		
GL 166.00	System edits commitments, encumbrances and expenditures against the appropriation allotment budget.		NR		
GL 167.00	System provides the ability to allot and control each appropriation budget by the following periods:				

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
GL 167.01	Semi-Annual		NR		
GL 167.02	Quarter		NR		
GL 167.03	Month		NR		
GL 167.04	Percentage		NR		
GL 167.05	Seasonal trends		NR		
GL 167.06	Prior Year actuals		NR		
GL 167.07	User defined period (manually input budget for each month)		NR		
GL 168.00	System provides the ability to carry forward appropriation allotments to the next allotment period based on the funding source.		NR		
GL 169.00	System rolls up budget details to a user-defined summary level.		NR		
GL 170.00	System distributes the adopted budget (summary level) and budget adjustments to detail Account and Organization levels based on user defined criteria.		NR		
GL 171.00	System edits all transactions to ensure that appropriation budget is available before posting the transaction.		NR		
GL 172.00	System prevents transactions not meeting available appropriation budget for those appropriations with absolute control from being transmitted to the next approval stage.		NR		
GL 173.00	Individual appropriation budgetary control options in the system include:				
GL 173.01	Absolute control - prevents transaction from processing without override approval		NR		

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GL 173.02	Warning – provides warning message but allows transaction to process		NR		
GL 173.03	No control – allows transaction to process without warning		NR		
GL 174.00	System provides a flag that sets the default appropriation control option (absolute, warning, none).		NR		
GL 175.00	System provides multiple levels of appropriation budget control (none, absolute, warning) within one department.		NR		
GL 176.00	System provides an on-line inquiry screen that displays original appropriation budget, budget adjustments, budget transfers, freezes, commitments, encumbrances, expenditures, revenue, and available budget. The numbers displayed should be the same balances used by the budget edit program.		NR		
GL 177.00	System provide the ability to drill down from the appropriation budget error message to the budget inquiry screen and automatically retrieves budget data.		NR		
GL 178.00	System provides on-line inquiry screens that display the appropriation budget, adjustments, freezes, commitments, encumbrances, expenditures, and available budget data at varying levels of the chart of accounts structure.		NR		
GL 179.00	System provides an on-line inquiry screen that displays appropriation allotment budget, commitments, encumbrances, expenditures, and available budget. The numbers displayed should be the same balances used by the budget/cash edit program.		NR		
GL 180.00	System provides a department budget. Note: the department budget is separate from the appropriation budget and is used to control budgets at a lower or different level of detail than the appropriation budget.		NR		
GL 181.00	System provides department budget controls for each department with user defined combination of appropriate chart of account segments.		NR		
GL 182.00	System provides department budget control at varying levels and combinations of the chart of accounts (i.e. 4th level of fund; 4th level of organization, 2nd level of general ledger account).		NR		
GL 183.00	System provides an indicator that determines if commitments are included in the available department budget edit.		NR		
GL 184.00	System provides an indicator that determines if encumbrances are included in the available department budget edit.		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
GL 185.00	System edits commitments, encumbrances and expenditures against the department allotment budget.		NR		
GL 186.00	System provides the ability to allot and control the department budget by the following periods:				
GL 186.01	Semi-Annual		NR		
GL 186.02	Quarter		NR		
GL 186.03	Month		NR		
GL 186.04	Allocation based on seasonal trend		NR		
GL 186.05	User defined period (manually input budget for each month)		NR		
GL 187.00	System rolls up department budget details to a user-defined summary level.		NR		
GL 188.00	System distributes the adopted department budget (summary level) to detail Account and Organization levels.		NR		
GL 189.00	System edits all transactions to ensure that department budget is available before posting the transaction.		NR		
GL 190.00	System prevents transactions not meeting available department budget that are absolutely controlled from being transmitted to the next approval stage.		NR		
GL 191.00	Department Budgetary control options in the System include:				
GL 191.01	Absolute control - prevents transaction from processing without override approval		NR		
GL 191.02	Warning – provides warning message but allows transaction to process		NR		

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GL 191.03	No control – allows transaction to process without warning		NR		
GL 192.00	System provides a flag that sets the default appropriation control option (absolute, warning, none).		NR		
GL 193.00	System provides multiple levels of departmental budget control (none, absolute, warning) within one department.		NR		
GL 194.00	System provides multiple levels of departmental budget (level one and level 3 of the organization) within the same organizational branch.		NR		
GL 195.00	System provides the ability to carry forward department allotments to the next allotment period based on the funding source.		NR		
GL 196.00	System provide the ability to drill down from the department budget error message to the budget inquiry screen and automatically retrieves budget data.		NR		
GL 197.00	System provides an on-line inquiry screen that displays department budget, adjustments, freezes, commitments, encumbrances, expenditures, revenue, and available budget. The numbers displayed should be the same balances used by the budget edit program.		NR		
GL 198.00	System provides on-line inquiry screens that display the department budget, commitments, encumbrances, expenditures, and available budget data at varying levels of the classification structure.		NR		
GL 199.00	System provides an on-line inquiry screen that displays department allotment budget, commitments, encumbrances, expenditures, and available budget. The numbers displayed should be the same balances used by the budget/cash edit program.		NR		
	Budget Maintenance and Monitoring				
GL 200.00	System provides capability to "soft" freeze, defer/reserve a portion of the appropriation budget. A soft freeze does not update the general ledger.		NR		
GL 201.00	System provides capability to "hard" freeze or reserve a portion of the appropriation budget. A "hard" freeze updates the Reserve and/or Designation for Budget general ledger account.		NR		
GL 202.00	System provides capability to "soft" freeze, defer/reserve a portion of the department budget. A soft freeze does not update the general ledger.		NR		

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GL 203.00	System retains and allows access to narrative justification for budget adjustments at the departmental level.		NR		
GL 204.00	System provides for override budget control (by those having security) on a transaction by transaction basis without removing budget control for all other users.		NR		
GL 205.00	System stamps all adjustments to the "budget" with:				
GL 205.01	User		NR		
GL 205.02	Date		NR		
GL 205.03	Increase/Decrease		NR		
GL 205.04	Dollar Amount		NR		
GL 206.00	System provides the ability to lock out budget changes after specified date.		NR		
GL 207.00	System provides drill-down capabilities from budgeted summary categories to line item detail		NR		
GL 208.00	System supplies a method to load budget adjustments to multiple budgets (Adopted budget, current budget w/transfers, etc.)		NR		
GL 209.00	System tracks budget adjustments individually (by dollar amount and/or Budget Adjustment #), and by chart of account elements (i.e. organizational, account code, project, etc.)		NR		
GL 210.00	System track all budget changes (transfers/amendments), type of change, and reason for change.		NR		
GL 211.00	System provides hierarchical workflow approval for budget adjustments		NR		
GL 212.00	System provides inquiries/reports that display budgeted amounts against actual amounts at any level of chart of accounts, at any time during the fiscal year.		NR		

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GL 213.00	System maintains and tracks various types of budgets (phases) concurrently (e.g., Board adopted budget, the adjusted budget, the proposed budget).		NR		
GL 214.00	System provides a field to store the board budget adoption date.		NR		
GL 215.00	System provides the capability to track original balance, budget increases, budget decreases, budget cancellations, and total budget (balance + increases - decreases) for balance sheet general ledger accounts without netting the increases and decreases		NR		
	Budget Adjustments				
GL 216.00	System allows users to perform on-line appropriation budget adjustments with appropriate security authority		NR		
GL 217.00	System allows users to perform on-line department budget adjustments with appropriate security authority		NR		
GL 218.00	System provides security features that allow users to enter and save but not post budget adjustments.		NR		
GL 219.00	System provides security features that allow central office budget personnel to retrieve and post saved budget adjustments.		NR		
GL 220.00	System allows users to perform on-line appropriation budget adjustments with appropriate security authority.		NR		
GL 221.00	System provides ability through workflow to mark adjustments as "URGENT" and notifies department if approver is out of office.		NR		
GL 222.00	System allows departments to inquire as to the status of budget adjustment on-line.		NR		
GL 223.00	System retains and allows access to narrative justification for budget adjustments at the departmental level.		NR		
GL 224.00	System provides the ability to lock out budget changes after specified date, but maintain ability to view those in progress.		NR		
GL 225.00	System provides drill-down capabilities from budgeted summary categories to line item detail.		NR		

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GL 226.00	System supplies a method to load budget adjustments to multiple budgets (Adopted budget, current budget w/transfers, etc.).		NR		
GL 227.00	System tracks budget adjustments individually (by dollar amount and/or Budget Adjustment #), and by chart of account elements (i.e. organizational, account code, project, etc).		NR		
GL 228.00	System tracks all budget changes (transfers/amendments), type of change, and reason for change.		NR		
GL 229.00	System provides hierarchical workflow approval for budget adjustments.		NR		

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	General Budget Requirements				
BUD 1.00	Departments throughout the county can access budget information on-line for their unit.				
BUD 2.00	Security features are robust to control the "views", "changes" and "approvals" by different organizational units (within department) of the county.		NR		
BUD 3.00	Security features are robust to control the "views", by chart of account value.		NR		
BUD 4.00	Audit trails can track the identity of users who made changes to specific data.		NR		
BUD 5.00	Provides the ability to drill down from budget to GL actuals and transactional detail.		NR		
BUD 6.00	Provides the ability to drill down from budget to HR database.		NR		
BUD 7.00	Provides the ability to drill down from budget to Payroll data.		NR		
BUD 8.00	System displays information graphically (i.e. pie chart, bar chart, graph).		NR		
BUD 9.00	Provides the ability to drill down from budget to all system information by clicking on area of the graphic presentation.		NR		
BUD 10.00	Provides the ability to drill down from any field within the budget entry screen.		NR		
BUD 11.00	System validates field values within the budget entry screen.		NR		
BUD 12.00	System provides the following online queries by year, by period and life to date on life to date funds:				

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BUD 12.01	- Original Expenditure Balance		NR		
BUD 12.02	- Beginning Expenditure Balance		NR		
BUD 12.03	- Beginning Expenditure Budget		NR		
BUD 12.04	- Amended Expenditure Budget		NR		
BUD 12.05	- Pre-encumbrances		NR		
BUD 12.06	- Encumbrances		NR		
BUD 12.07	- Actuals Expenditures		NR		
BUD 12.08	- Actuals Revenues		NR		
BUD 12.09	- Transfers (In and Out)		NR		
BUD 12.10	- Available Expenditure Budget Balance		NR		
BUD 12.11	- Balance Sheet Account (i.e. reserve and designated fund balance)		NR		
BUD 12.12	- Original Revenue Budget		NR		
BUD 12.13	- Beginning Revenue Budget		NR		
BUD 12.14	- Amended Revenue Budget		NR		

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BUD 12.15	- Accrued Revenue		NR		
BUD 12.16	- Collected Revenue		NR		
BUD 12.17	- Revenue Surplus/Deficit		NR		
BUD 13.00	System provides an ad hoc budget query tool that is designed for use by non-technical end users.		NR		
BUD 14.00	System provides an ad hoc budget reporting tool.		NR		
BUD 15.00	System generates a standard, customizable budget variance report.		NR		
BUD 16.00	System provides reports/inquiries to review multiple versions of budget.		NR		
BUD 17.00	System provides the ability to group account numbers for internal and external reporting purposes.		NR		
BUD 18.00	System provides the ability to summarize financial and statistical data on reports/inquiry by each element in the chart of accounts.		NR		
BUD 19.00	System provides the ability to develop and save a standard set of reports and inquiries for end-users.		NR		
BUD 20.00	System provides the ability to include other module data into budget reports (e.g., statistics, budgeted and actual positions).		NR		
BUD 21.00	System contains projects reports/inquiries by funding source and by project type.		NR		
BUD 22.00	System produces standard consolidated and detailed revenue, expenditure, and personnel reports.		NR		

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BUD 23.00	Standard reports include reports oriented to budget monitoring, including those that compare current month (i.e. 06/2003) to prior year month (06/2002), fiscal year-to-date actual to budget, and prior fiscal year-to-period actual to budget. Reports should be able to include up to 5 prior years.		NR		
BUD 24.00	Provides standard reports by fund, organization, object code, and project code for budget preparation and control for fiscal year-to-date, monthly, quarterly and annual reports.		NR		
BUD 25.00	System can create ad-hoc government-wide reports by chart of accounts level or user-defined fields.		NR		
BUD 26.00	System performs query operations on data fields.		NR		
BUD 27.00	Reports are capable of including data for the prior year actual, current budget, current year-to-date actual, current year projections, and future year proposed. Reports should be able to include up to 5 years in the past and 10 years in the future.		NR		
BUD 28.00	System produces year-to-date, monthly, quarterly, life to date and annual reports.		NR		
BUD 29.00	System can create a budget report of program/ business function related costs.		NR		
BUD 30.00	System provides report that separates original budget, budget adjustments and revised budget.		NR		
BUD 31.00	System permits drill-down to determine originating transaction within the budget system.		NR		
BUD 32.00	System permits view of standard, customized and ad-hoc reports on-line before printing.		NR		
BUD 33.00	System allows limitations on access to data at the user level and at the database level.		NR		

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BUD 34.00	System accepts entry of budget requests at all organizational levels based on user authorization.		NR		
BUD 35.00	System restricts access to confidential data by user.		NR		
BUD 36.00	System prohibits multiple users from updating the same record simultaneously.		NR		
BUD 37.00	System prevents department level users from updating budget information after it has been submitted.		NR		
BUD 38.00	Budget system uses the same baseline chart of account information as the other financial modules.		NR		
BUD 39.00	Users can review, modify and approve budget baselines based on predetermined access rights.		NR		
BUD 40.00	sources, e.g. CVS, XML, and DBF files that provide baseline information to be used for the preparation of the proposed budget, estimated actual, department request, recommend and project descriptions.		NR		
BUD 41.00	System provides user-defined attributes such as budget roll-up codes which further qualify elements within the Chart of Accounts (additional levels within the organizational structure not contained in the accounting chart of accounts).		NR		
BUD 42.00	System provides short cuts to ease cell data entry (e.g., 1K=1000).		NR		
BUD 43.00	System can receive data from and export data to spreadsheet (Excel, Lotus, etc.) and database application (Access, Oracle, etc.) System shall accept XML data formats for data transfers.		NR		
BUD 44.00	System has the ability to attach files (i.e., Lotus, WordPerfect, Word, Excel, Quattro Pro) to particular issues, revisions and line items with the system.		NR		
BUD 45.00	Ability for users to monitor budgets, expenditures, and encumbrances through easy to use web interfaces.		NR		

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BUD 46.00	Ability to develop budgets using pre-determined formulas based on a measurable quantity, such as student membership.		NR		
BUD 47.00	Ability to assign responsible employee name(s) for budgets or budget sub-components		NR		
BUD 48.00	Ability to freeze spending in certain account codes on an as needed user defined basis.		NR		
BUD 49.00	Ability to identify budgets for reimbursable grants.		NR		
BUD 50.00	Ability to calculate user defined financial ratios.		NR		
BUD 51.00	System allows for the creation of budgetary forms for data entry for the development of both the operating and capital improvements/ technology improvements budgets.		NR		
	Budget Preparation				
BUD 52.00	System supports multi-year (i.e. biennial) budget preparation.		NR		
BUD 53.00	Allows central budget office and departments to develop departmental worksheets extracting data from the budget, human resources, payroll, and financial systems.		NR		
BUD 54.00	Allows central budget office to "push" via workflow spreadsheets out to departments electronically for budget preparation.		NR		
BUD 55.00	Departments can return budgets back to the central budget office electronically via workflow.		NR		
BUD 56.00	Budget preparation module creates department control budgets from budget versions.		NR		
BUD 57.00	Budget preparation module creates appropriation control budgets from budget versions.		NR		

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BUD 58.00	System can summarize or roll up budgetary information along organizational structure lines.		NR		
BUD 59.00	System rolls up department worksheets into county-wide master budget.		NR		
BUD 60.00	System provides for budget development through a Web Browser (Internet and Intranet).		NR		
BUD 61.00	Central budgeting office has access to view progress by departments in budget preparation.		NR		
BUD 62.00	Departments have access to view progress by sub-units such as divisions.		NR		
BUD 63.00	System provides ability to "lock" (prevent other changes to that budget version) budgets at any phase of the budget, including after submission by departments.		NR		
BUD 64.00	System provides the ability to unlock a frozen budget with the appropriate security control at the department level unless it has already been submitted to the central budget office.		NR		
BUD 65.00	Budget module is integrated (without interface) with major components of the new system such as General Ledger, Grant, Projects, Payroll, and Human Resources.		NR		
BUD 66.00	System provides data extraction from the financial system by general ledger account (i.e., real fund balance, nominal, statistical) for all line items.		NR		
BUD 67.00	Departments have the capability to develop both detail budgets, at any level of the chart of accounts (i.e. fund, organization, program, general ledger) and summary budgets in a distributed environment.		NR		
BUD 68.00	System provides for data entry into multiple budget versions during budget preparation.		NR		
BUD 69.00	System allows users to attach narratives, justifications and performance measures to budget worksheets.		NR		
BUD 70.00	System allows documents (e.g., contracts, MS Word/Excel documents) to be attached to budget worksheets.		NR		

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BUD 71.00	System provides the ability to record statistical and financial transactions against any combination of elements in the chart of accounts.		NR		
BUD 72.00	System allows users to annotate cells/fields with narrative to maintain rationale for changes to cells/fields.		NR		
BUD 73.00	Provides the ability for including the following information on budget worksheets:				
BUD 73.01	- Five year historical budget and actual data		NR		
BUD 73.02	- Monthly, Life to date and Year-to-date Actual		NR		
BUD 73.03	- Current Year Budget		NR		
BUD 73.04	- Current Year Projected		NR		
BUD 73.05	- Next Year Budgeted		NR		
BUD 73.06	- Up to Ten Years Projected		NR		
BUD 74.00	System provides for application of percentage increases or decrease to a budgeted category (e.g., travel).		NR		
BUD 75.00	System provides for the development of expenditure and revenue forecasts at the beginning of the fiscal year based on prior year actuals and other information.		NR		
BUD 76.00	System provides the ability to assemble multiple years of budgeting information for budget preparation.		NR		
BUD 77.00	System creates an initial version of the budget using the following:				

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BUD 77.01	- Zero balances in all accounts		NR		
BUD 77.02	- Current year's (e.g. FY2003) original budget		NR		
BUD 77.03	- Last year's budgeted (e.g. FY2002) total		NR		
BUD 77.04	- Last year's (e.g. FY2002) actuals		NR		
BUD 77.05	- Last year's statistics		NR		
BUD 77.06	- Current year's budget (e.g. FY2003) or actual plus/minus a percentage		NR		
BUD 77.07	- Previous year's budget or actual plus/minus a percentage		NR		
BUD 77.08	- Straight line projection		NR		
BUD 77.09	- Projection based on percentage of last year's (e.g. FY2002) actual		NR		
BUD 77.10	- Projection based on user defined formula		NR		
BUD 77.11	- Projection based on estimated actuals from current year		NR		
BUD 77.12	- Prior year performance data for use as prior year actuals		NR		
BUD 78.00	System provides a facility to conduct scenario and what-if analysis and financial and statistical data during budget preparation.		NR		
BUD 79.00	Scenario/what if budget versions (results) can be saved.		NR		

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BUD 80.00	System is capable of performing and saving "what if" scenarios (parameters) at the Department and central budget department levels.		NR		
BUD 81.00	System allows the user to create individual formulas for each cell in the budget worksheet.		NR		
BUD 82.00	System allows the user to input actual numbers into each cell in the budget worksheet.		NR		
BUD 83.00	System allows the user to copy formulas from one cell to many cells.		NR		
BUD 84.00	System allows the user to include other cell values in the formula (i.e. A1 * 1.1).		NR		
BUD 85.00	System allows for creating relationships between budgeted items (e.g., salary changes automatically adjust FICA).		NR		
BUD 86.00	System provides audit trail of adjustments to the budget iteration or version.		NR		
BUD 87.00	System allows entering, storing, and reporting non-financial data, i.e. mission statements.		NR		
BUD 88.00	System allows entering, storing, and reporting performance data linked to programs and program budgets, including performance measures and results, and associate these with financial data.		NR		
BUD 89.00	System provides at least six (6) categories (i.e. workload, efficiency, effectiveness, productivity, and outcome) and at least 10,000 user defined performance measures.		NR		
BUD 90.00	System permits suspension of editing the budget for closed periods (phases).		NR		
BUD 91.00	System stores and reports historical, proposed and forecasted budget and actual real and nominal data, for a minimum of 5 years.		NR		
BUD 92.00	System generates a 5 year forecast for expenditures and revenues (upcoming fiscal year plus four succeeding years).		NR		

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BUD 93.00	System produces "rolling" forecasts (using updated forecasts to project new forecasts).		NR		
BUD 94.00	System's budget structure mirrors the accounting system chart of accounts (i.e. fund, appropriation, organization).		NR		
BUD 95.00	System budgets both revenues and expenditures at any level within the hierarchical structure.		NR		
BUD 96.00	System automatically rolls-up data to the highest level in the hierarchical structure or any intermediate level based on user definition.		NR		
BUD 97.00	System provides for adjusting the base budget by line item or in total, by dollar amount or by percent.		NR		
BUD 98.00	System provides the capability to develop budgets at the program, service and line item levels and allow the aggregation of program/service/line item level budgets.		NR		
BUD 99.00	System records budget credits (negative numbers).		NR		
BUD 100.00	System produces budget requests as decision packages, with a base request plus "additional funding requests", supplemental requests above or below base.		NR		
BUD 101.00	System has the capability to indicate, by line item, one time expenditures in the funding requests.		NR		
BUD 102.00	System allows user the option of including multiple line items (object codes/accounts) in one funding request.		NR		
BUD 103.00	System allows user the option of including multi-line text in funding requests for justification purposes.		NR		
BUD 104.00	System allows user the option of listing funding requests at any level in the hierarchical structure.		NR		
BUD 105.00	System processes and maintains all budget iterations, from target to department request to central budget office to Board Adopted to final revised budget.		NR		

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BUD 106.00	System compares budget versions to demonstrate changes that have been made between versions.		NR		
BUD 107.00	System spreads a global cost reductions and increases across specific departments/organizations based on user-defined parameters.		NR		
BUD 108.00	System provides an "approved" or "not approved" flag to mark funding requests within a decision package by line item or by total.		NR		
BUD 109.00	System provides for approval of funding requests within a decision package at an amount greater than, less than, or equal to the amount requested.		NR		
BUD 110.00	System groups all decision packages together.		NR		
BUD 111.00	System provides for multiple budget phases.		NR		
BUD 112.00	System provides for multiple budget versions.		NR		
BUD 113.00	System provides for many budget versions within one phase.		NR		
BUD 114.00	System allows data to be referenced between phases and between versions.		NR		
BUD 115.00	System provides for multiple levels of approval within each phase.		NR		
BUD 116.00	System allows data to be carried forward from one version to the next version.		NR		
BUD 117.00	System separately tracks project expenditure categories and provides a drill down that lists the detailed purchasing documents supporting the summary encumbrance total.		NR		
BUD 118.00	System provides for approving line items within a funding request. Line items could be approved multiple times.		NR		

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BUD 119.00	System allows for including narrative comments that specifically align with a funding request line item approval or disapproval.		NR		
BUD 120.00	System provides for approval of funding requests based on prioritization of requests and fixed dollar approval level.		NR		
BUD 121.00	System creates financial tables for the budget document automatically based upon the "approved" phase and user defined hierarchy.		NR		
BUD 122.00	System allows users to enter budget requests at a low level with the budget summarized and approved at either the low level or at a higher level.		NR		
BUD 123.00	System forecasts real account balances, revenues and expenditures for the remainder of the year based on historical trends, percentages, or other specified parameters and allows for adjustments to the forecast.		NR		
BUD 124.00	System provides reports/inquiries, including graphs, to accommodate analysis of historical trends.		NR		
BUD 125.00	System provides the ability to drill down to compare budgets to actuals from highest level to detail.		NR		
BUD 126.00	System can summarize the budget at any level within the hierarchical structure.		NR		
BUD 127.00	System provides the ability to develop and track amendments to the approved budget.		NR		
BUD 128.00	System serves as a data warehouse for performance data.		NR		
BUD 129.00	Supports grant, project and departmental budget preparation.		NR		
BUD 130.00	System allows standard rates to be established and saved within the system.		NR		
BUD 131.00	Supports via report/inquiry estimating the annualized cost of requests in future years within funding request request packages.		NR		
BUD 132.00	Provides the ability to attach detail files to any budget line such as a list of contracts, travel needs, or equipment, Excel spreadsheets, or Word documents.		NR		

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BUD 133.00	Supports entry of multi-year budget requests and has them automatically carry forward to future years.		NR		
BUD 134.00	Supports multiple user defined time frames for fiscal measures, for example, fiscal year, calendar year, quarterly.		NR		
BUD 135.00	Provide a budget tool that produces new budget year and baselines.		NR		
BUD 136.00	Calculate prior year actual subproject fund balances, and if applicable, for the baseline.		NR		
BUD 137.00	Provide a budget tool that allow users to examine, verify, and modify the budget baseline and actuals by account.		NR		
BUD 138.00	System provides an on-line facility to input requests for increases from appropriate departmental managers, which includes priority number, justification, justification category, revenue offset, position offset.		NR		
BUD 139.00	System provides an on-line facility to input requests for additional space/facility enhancements as required to support new positions, growing operations, expired leases, etc.; for some departments, space requests may be handled outside of budget request		NR		
BUD 140.00	Provide capability to assess and update projection of actual financial activity (i.e., expenditure and revenue).		NR		
BUD 141.00	Provide the ability to import actual expenditure monthly data from the financial module by any element or combination of elements in the chart of accounts structure including but not limited to fund, organization and account.		NR		
BUD 142.00	Provide the ability to import current year final adopted and adjusted budget data.		NR		
BUD 143.00	Provide a tool to facilitate reconciliation of adjusted budget data with approved budget adjustments.		NR		
BUD 144.00	Provide a budget tool that calculates and stores projected year-end revenues and expenditures from G/L accounts.		NR		
BUD 145.00	System provides a single screen that supports development of the current services budget (baseline) by evaluating prior year actuals, current year estimated actuals, current year budget, prior year budget to establish baseline service budget to maintain		NR		
BUD 146.00	System provides tool to distribute baseline budget to appropriate departmental managers or subdivisions within a department with user definable privileges.		NR		
BUD 147.00	System links costs to facilities, including financing sources.		NR		

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BUD 148.00	System provides the ability to retrieve stored cost rates for services provided to other departments.		NR		
BUD 149.00	System contains an on-line message system to send and receive departmental budget change requests from departments.		NR		
BUD 150.00	System provides the ability to distribute budget change requests to organizations by account		NR		
BUD 151.00	System provides a mechanism to identify interfund transactions.		NR		
BUD 152.00	System synchronizes individual budget changes between the budget and the general ledger.		NR		
BUD 153.00	System provides the ability to establish FY and carryover duration, e.g., October 1 adjustment is reflected as nine months in the current fiscal year and three months in the next fiscal year (carryover year) (Compensation/HR system).		NR		
BUD 154.00	System provides an automated interface to update the human resources and financial modules for budget information.		NR		
BUD 155.00	System has the capability to distribute BOS deliberated budget changes to organizations by account.		NR		
BUD 156.00	System validates appropriation (budget unit), job (subproject) and fund budget information based on business rules (e.g., verify that requirements equal available financing, etc.).		NR		
BUD 157.00	Provide flexible hierarchy for the review, modification and approval of detailed deliberation changes by user defined authority levels.		NR		
BUD 158.00	System provides the ability to consolidate countywide requirements and resources for interfund revenue.		NR		
BUD 159.00	Provide an automated facility to post appropriation and revenue changes into the payroll system and general ledger.		NR		
BUD 160.00	Provide the ability to balance budget by fund based on prior year ending available fund balance.		NR		
BUD 161.00	Provide an automated interface to obtain ending available balance by general ledger account for each fund from the financial system and post selected account balances into final budget.		NR		
BUD 162.00	Provide a facility for the review, update and approval of budget narrative for budget units and funds.		NR		
BUD 163.00	Provide the ability to prevent any changes to the final budget unit sub-object expenditure, revenue category and balance sheet information.		NR		
BUD 164.00	Provide flexible hierarchy to review, modify and approve final budget by user defined authority levels.		NR		

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BUD 165.00	Provides for budget entry requests with various fiscal years and have the balances automatically carry forward into the next County fiscal year.		NR		
	Salary and Position Budgeting				
BUD 166.00	Provide the ability to track positions at multiple levels of authorization:				
BUD 166.01	- Ordinance		NR		
BUD 166.02	- Budgeted		NR		
BUD 166.03	- Authorized		NR		
BUD 166.04	- Filled		NR		
BUD 166.05	- Vacant		NR		
BUD 166.06	- Underfill		NR		
BUD 166.07	- Overfill		NR		
BUD 167.00	Provide an interface with the County's payroll system to periodically update position control information based on actual employee / payroll data.		NR		
BUD 168.00	Provide the ability to track positions by different status: active, frozen, held, unfunded, etc.		NR		

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BUD 169.00	System provides for multiple types of salary schedules, including but not limited to:				
BUD 169.01	- Step and grade		NR		
BUD 169.02	- Salary ranges		NR		
BUD 169.03	- Salary ranges with user defined sub-ranges		NR		
BUD 169.04	- Fixed salary		NR		
BUD 169.05	- Hourly		NR		
BUD 169.06	- Monthly		NR		
BUD 169.07	- Award pay		NR		
BUD 169.08	- Call backs		NR		
BUD 169.09	- Shift differential		NR		
BUD 169.10	- Bilingual bonus		NR		
BUD 169.11	- Additional assignment/responsibility bonus		NR		

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BUD 169.12	- Sick buy back		NR		
BUD 169.13	- Overtime		NR		
BUD 169.14	- Effective Start Date		NR		
BUD 169.15	- Effective End Date		NR		
BUD 170.00	System provides multiple types of positions, including but not limited to:				
BUD 170.01	- Full-time		NR		
BUD 170.02	- Part-time		NR		
BUD 170.03	- Hourly		NR		
BUD 170.04	- Sessional (i.e. paid per session, Committee on the Future members)		NR		
BUD 170.05	- Retiree Contractor (120 day)		NR		
BUD 170.06	- Temporary		NR		
BUD 170.07	- State employees funded in part by county		NR		

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BUD 170.08	- Other user definable types		NR		
BUD 171.00	System provides for calculation of a full-time equivalent for each position and accumulation by each segment of the Chart of Accounts.		NR		
BUD 172.00	System allows one or more funding sources to be identified to cover the cost of an individual position and allow for a user-defined allocation by each funding source.		NR		
BUD 173.00	System allows for the cost of a position to be allocated to multiple segments of the Chart of Accounts (i.e. organizational codes, programs, projects, grants, etc.).		NR		
BUD 174.00	System calculates the budget for cross charges to each segment of the Chart of Accounts where a department budgets for personnel that work and are paid from more than one location or program.		NR		
BUD 175.00	System provides the ability to perform the following operations online with the proper security authorization:				
BUD 175.01	- Add or delete the number of authorized, or budgeted positions		NR		
BUD 175.02	- Reclassification of positions at a user-defined point in time and maintains the historical information of the change		NR		
BUD 175.03	- Modification of the salary, benefit and other information of a position		NR		
BUD 175.04	- Transfer of positions at a user specified time between organizational units, departments, projects, programs, grants, etc and maintains the historical information of the change		NR		
BUD 175.05	- Change in the number of authorized, budgeted full time equivalents per position title		NR		
BUD 175.06	- Modify filled/vacant status		NR		

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BUD 176.00	Override controls for specific position types.		NR		
BUD 177.00	Workflow that routes position change requests to various staff members for approval.		NR		
BUD 178.00	User-defined tables for:				
BUD 178.01	- Unique Position numbers		NR		
BUD 178.02	- Position Titles		NR		
BUD 178.03	- Salary schedules by each type of schedule		NR		
BUD 179.00	Access to position history.		NR		
BUD 180.00	System provides the ability to maintain position controls by:				
BUD 180.01	- Segment of the Chart of Accounts (i.e.. Appropriation, Department, Organizational Unit, Program, Project, etc.)		NR		
BUD 180.02	- Full time equivalents by Position Title and segments of the Chart of Accounts		NR		
BUD 180.03	- Number of Positions (Headcount) by Position Title and segments of the Chart of Accounts		NR		
BUD 181.00	Provide the capability to update budget with salaries for current and next budget year.		NR		

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BUD 182.00	System provides budget tool to create budgetary baselines for compensation and employee benefits from prior fiscal year final budget by retrieving position and benefit information from other integrated modules.		NR		
BUD 183.00	System retrieves actual retirement contributions by retirement plan, item and organization.		NR		
BUD 184.00	System provides an on-line facility to input new positions and overtime requests which includes priority number, item number, classification, justification, justification category, revenue offset, position offset, existing or new program, organization.		NR		
BUD 185.00	System estimates costs for new, deleted and existing positions by evaluating salary adjustments, employee benefit rate increase, new positions; additional costs related to changes in positions for space, equipment, supplies, etc.		NR		
BUD 186.00	Provide flexible hierarchy for approval of salary and employee benefit budget recommendations by user defined authority level.		NR		
BUD 187.00	System produces salary and employee benefit baselines from user defined dated date from financial and payroll systems.		NR		
BUD 188.00	System provides budget tool to create compensation baseline by item and organization (budget unit).		NR		
BUD 189.00	System calculates and stores maximum amounts for item by multiplying the months/days by the budget max rate; total all sub-letter amounts by item and by organization/budget unit.		NR		
BUD 190.00	System calculates and stores FTEs by the item and organization/budget unit by dividing max amount (annual) by 12 (monthly) and by the item max rate and then by the conversion factor.		NR		
BUD 191.00	Provides a flexible budget tool to create and store Compensation Employee Benefit baselines (benefit percentages) by benefit type/account and organization/budget unit.		NR		
BUD 192.00	System updates payroll information to support the proposed budget.		NR		

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BUD 193.00	Provide the ability to update item and salary information.		NR		
BUD 194.00	Provide the ability to allocate positions approved in Board of Supervisor deliberations to appropriate items in human resource system.		NR		
BUD 195.00	System provides the ability to project the cost of base and other adjustments over the life of the proposal distributing costs across the subsequent twelve months period, i.e., increment, e.g., October 1 increase is reflected as nine months in the current year		NR		
BUD 196.00	System stores and retrieves baseline data from budget and item data and scenario results computed from scenario variables (Compensation/HR system).		NR		
BUD 197.00	System provides a facility to establish start bases dollar amounts for salary and employee benefits (Compensation/HR system).		NR		
	Salary Projections				
BUD 198.00	System must provide the ability to calculate salary requirements for positions by each segment of the Chart of Accounts (i.e. Department, Organizational Unit, Fund, Project, Grant, etc), for the following categories of positions:				
BUD 198.01	- Budgeted positions		NR		
BUD 198.02	- Filled positions		NR		
BUD 198.03	- Vacant positions		NR		
BUD 198.04	- Authorized positions		NR		

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BUD 198.05	- New positions budgeted		NR		
BUD 198.06	- Positions to be deleted		NR		
BUD 199.00	Provide a salary projection tool based on user-defined start and end dates. Distinguish current year projection from budget year projection.		NR		
BUD 200.00	Ability to calculate a salary differential based on the following user defined items:				
BUD 200.01	- user defined turnover rates		NR		
BUD 200.02	- step differences		NR		
BUD 200.03	- budget versus actual		NR		
BUD 200.04	- vacancies		NR		
BUD 201.00	System provides the capability to create and save "what if" scenarios for projecting salaries by segments of the Chart of Accounts based on user defined parameters.		NR		
BUD 202.00	System provides the capability to save projections for future use and comparison in budget preparation.		NR		
BUD 203.00	System allows the user to do comparisons between two salary projections each created in a different "what if" scenario.		NR		
BUD 204.00	System must have the ability to track other personnel costs (i.e.. shift differential, uniform allowances, etc) by each segment of the Chart of Accounts (i.e. Department, Organizational Unit, Fund, Project, Grant, etc).		NR		

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BUD 205.00	System must provide the ability to calculate salary requirements on budget and actual payroll for positions by each different categories of positions, including but not limited to:				
BUD 205.01	- Position type (Management, clerical, supervisory, etc)		NR		
BUD 205.02	- Position Title		NR		
BUD 206.00	Provide the ability to track vacancies for open (vacant) positions, including length of time a position is vacant.		NR		
	Calculation of Position Benefit Costs				
BUD 207.00	Enter and track employee benefit types.		NR		
BUD 208.00	System tracks unique benefit rates by year and uses the appropriate rate in benefit calculations.		NR		
BUD 209.00	System has the ability to recalculate personnel budget complement costs based on benefit rate changes.		NR		
BUD 210.00	System has the ability to calculate employee benefit costs by position based on actual data provided by the County payroll application.		NR		
	Analysis and Forecasting				
BUD 211.00	System provides an analytical engine to "slice and dice" budget and actuals data via multidimensional views.		NR		
BUD 212.00	System provides drill down features for budget and actual analysis.		NR		

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BUD 213.00	System provides facility to conduct budget to actual analysis for any level of detail in the chart of account structure on a real-time basis (must include history).		NR		
BUD 214.00	System forecasts the level of unused appropriations given current spending patterns (must include encumbrances).		NR		
BUD 215.00	System calculates the costs of services, programs and activities, includes actual costs.		NR		
BUD 216.00	System provides the ability to apply percentage increase to any line item category in the budget and assess impact on budget as a whole.		NR		
BUD 217.00	System provides multiple calculation methodologies for salaries & benefits budget monitoring and "forecasting", including but not limited to:				
BUD 217.01	- Number of positions (by type including budgeted, authorized, approved)		NR		
BUD 217.02	- Current salary ranges		NR		
BUD 217.03	- Scheduled salary increases, e.g. performance based merit increases		NR		
BUD 217.04	- Bonuses and overtime		NR		
BUD 217.05	- Expected service levels for contracts		NR		
BUD 217.06	- Employee population		NR		
BUD 217.07	- Fringe benefit changes		NR		

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BUD 217.08	- Workload		NR		
BUD 217.09	- Type of position		NR		
BUD 217.10	- Organizational Unit		NR		
BUD 217.11	- Link between position salaries in HR modules		NR		
BUD 217.12	- Salary savings (unused appropriations) forecasts by department, division, etc.		NR		
BUD 218.00	System provides multiple calculation methodologies for statistical, real, nominal (revenue and expenditure) account budget monitoring and "forecasting", including but not limited to:				
BUD 218.01	- Trend analysis (based on previous months in the fiscal year or previous years comparable periods)		NR		
BUD 218.02	- Forecast based on prior year actuals		NR		
BUD 218.03	- Forecast revenues that have a seasonality component		NR		
BUD 218.04	- Permit multivariate analysis for forecasting (e.g., regression, time-series)		NR		
BUD 218.05	- Report actual YTD expenditures against forecasted expenditures to year end.		NR		
BUD 218.06	- Report actual YTD revenues against forecasted revenues to year end.		NR		

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BUD 218.07	- Allow user-defined levels of reporting for actual-to-budget comparisons (detail and roll-up).		NR		
BUD 218.08	- Allow users to calculate estimated expenditures to year end for a particular supply or service at any time during the fiscal year.		NR		
BUD 218.09	- Automated expenditure analysis should include:		NR		
BUD 218.10	- Expenditures and Revenues to date		NR		
BUD 218.11	- Pre-encumbrances		NR		
BUD 218.12	- Encumbrances		NR		
BUD 218.13	- Outstanding invoices		NR		
BUD 218.14	- Outstanding payments		NR		
BUD 218.15	- Balance available to spend		NR		
BUD 218.16	- Estimate of expenditures to year end		NR		
BUD 218.17	- Expected total expenditures for the year		NR		
BUD 218.18	- Any funds which will be released due to encumbrances being greater than estimated expenditures		NR		

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BUD 218.19	- Any additional funds required if estimated expenditures exceed encumbrances		NR		
BUD 218.20	- Revenue Budget		NR		
BUD 218.21	- Accrued Revenue		NR		
BUD 218.22	- Collected Revenue		NR		
BUD 218.23	- Revenue Surplus/Deficit		NR		
BUD 219.00	Provide standard and user-defined calculations to forecast statistical, real, and nominal (expenditures and revenues) to year end. Calculation types should include:		NR		
BUD 219.01	- Actual average (sum of actual amounts divided by the number of actual months)		NR		
BUD 219.02	- Straight-line (applying the current month actual amounts to each of the following months)		NR		
BUD 219.03	- Back-end (sum of actual amounts minus total budget; average the difference based on the number of remaining months)		NR		
BUD 219.04	- Trend analysis (based on previous months in the fiscal year or previous years comparable periods or user specified period)		NR		
BUD 219.05	- User-defined methods, such as using the last month's actuals as if that will happen for the remaining months of the fiscal year		NR		
BUD 220.00	System provides a report/inquiry to compare current year trend analysis with actual data from three to five years prior.		NR		

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BUD 221.00	System allows users to apply forecasting calculations to chart of account detail.		NR		
BUD 222.00	System allows application of different forecasting calculations to the same line item (account) in different organizational units.		NR		
BUD 223.00	System allows application of different forecasting calculations to different line items (accounts) in the same organizational unit.		NR		
BUD 224.00	System forecasts multiple times for the same line item using different forecasting techniques, displays the results, and allows the users to select most appropriate calculation.		NR		
BUD 225.00	System allows users to manipulate results and add/change forecast calculations for a single or multiple accounts and organization codes across appropriations.		NR		
BUD 226.00	System allows users to manipulate forecast results by percentage, dollar value, etc.		NR		
BUD 227.00	organizational unit; provide the ability for the manipulation to carry through to all organization units which are children of the manipulated unit.		NR		
BUD 228.00	System allows attaching a forecasting calculation or user manipulation to a line item, and maintaining the calculation through organizational changes.		NR		
BUD 229.00	System provides for calculate "what if" scenarios.		NR		
BUD 230.00	System reports the impact of proposed operational and/or budgetary changes.		NR		
BUD 231.00	System links results of reports to budget module.		NR		
BUD 232.00	System provides variance analysis reports/inquires between actual and budgeted amounts for all iterations and levels of budgets.		NR		

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BUD 233.00	System provides expenditure/revenue analysis tools, for example, cost per inmate, average cost of deputy training, etc.		NR		
BUD 234.00	System provides tools to analyze departmental business program changes for impact on other departmental programs and for countywide impact.		NR		
BUD 235.00	Provide a budget tool that forecasts the annual budget for at least the upcoming five fiscal year(s).		NR		
BUD 236.00	Provide a budget tool to obtain and store data components to prepare budget "forecast", e.g., negotiated salaries, legislative mandates, economic factors, administrative considerations, etc.		NR		
BUD 237.00	Provide standard reports/inquiry that display the budget "forecast" summary by fund and organization.		NR		
BUD 238.00	Provide flexible hierarchy for review and approval of "forecast" by authority level.		NR		
BUD 239.00	Provide a budget tool to distribute "forecast" amounts to organizations (budget units) by account.		NR		
BUD 240.00	Provide flexible hierarchy for review and approval of "forecast" detail by user defined authority or management level.		NR		
BUD 241.00	Provide a forecasting "what if" tool to analyze the impact of departmental restructuring by identifying additional positions, functions, costs, etc.		NR		
BUD 242.00	System projects year-end revenues and expenditures using appropriate methodologies, e.g., straight-line, straight-line adjusted, moving average, economic indicators, etc.		NR		
	Reporting/Inquiry				
BUD 243.00	System generates financing summary based on user defined hierarchy.		NR		

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BUD 244.00	System allows importation of financial data into publishing/ word processing applications for the production of reports and budget documents.		NR		
BUD 245.00	Provide standard, customizable, report/inquiry for analysis of budget vs. actual usage by item, organization and other user-defined fields.		NR		
BUD 246.00	Provide a report/inquiry that identifies total actual and projected revenue by revenue class and revenue source (accounts) within organization.		NR		
BUD 247.00	Provide a flexible report/inquiry that displays budget "forecast" by organization (budget unit) and account.		NR		
BUD 248.00	System generate budget baseline reports by fund and organization/budget unit.		NR		
BUD 249.00	System produces standard reports/inquiries that display fiscal forecast/projections by appropriation categories to determine unfunded requirements.		NR		
BUD 250.00	System provides a standard report/inquiry to analyze costs increases.		NR		
BUD 251.00	Provides a facility to analyze requests for Capital Projects.		NR		
BUD 252.00	Provides a facility to analyze costs and service levels provided by other County departments and tracks type of service being provided.		NR		
BUD 253.00	System generates preliminary budget request incorporating central budget office formats and reports (budget document submission requirements).		NR		
BUD 254.00	funds transfer/revenue by budget unit, which includes budget unit name and org number for unit providing services, budget unit name and org number for unit receiving services, interdepartmental revenue account		NR		
BUD 255.00	revenue source code, description, current year adjusted allowance, current year estimated actuals, proposed budget request, change from adjusted allowance.		NR		

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BUD 256.00	System produces fixed assets equipment detail report (for equipment valued at \$1,000 to \$5,000 and \$5,000 or over by budget unit, which includes quantity, unit price, description, dollar amount.		NR		
BUD 257.00	System generates bond and lease schedules, which includes description, amount, project, location (if applicable), departmental program and lease payment amount.		NR		
BUD 258.00	System generates capital projects request as provided by central budget office to report on existing projects or to request new projects and identify funding sources.		NR		
BUD 259.00	System generates information technology budget request.		NR		
BUD 260.00	System produces an overtime analysis report by utilizing 4 to 5 Fiscal Years actuals and budgets.		NR		
BUD 261.00	System produces a capital projects summary report by supervisory districts.		NR		
BUD 262.00	System produces a capital projects summary report by department/program.		NR		
BUD 263.00	System produces a capital projects budget detail report by department/program.		NR		
BUD 264.00	System generates comparative analysis reports that show prior, current and projected costs by account at the lowest account level, i.e., minor object.		NR		
BUD 265.00	System generates proposed departmental sub-object expenditure and revenue report.		NR		
BUD 266.00	System produces official Proposed Budget report.		NR		
BUD 267.00	Provide a report/inquiry that displays the final current year-end cumulative balances of balance sheet accounts (e.g., reserves and designations, etc.).		NR		

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BUD 268.00	System provides a report/inquiry that displays the final budget for submission to the Auditor of Public Accounts.		NR		
BUD 269.00	System generates all auditor and budget schedules mandated by legislated authorities.		NR		
BUD 270.00	System provides the capability to track original balance, budget increases, budget decreases, budget cancellations, and total budget (balance + increases - decreases) for balance sheet general ledger accounts without netting the increases and decreases.		NR		
BUD 271.00	System provides a report/inquiry for the analysis of current year budget status (estimated actuals).		NR		
BUD 272.00	System provides a report/inquiry that displays year-end revenues and expenditures.		NR		
BUD 273.00	System provides a report/inquiry that projects year-end revenues and expenditures.		NR		
BUD 274.00	System provides a report/inquiry to reconcile adjusted budget data with approved budget adjustments (budget analysts).		NR		
BUD 275.00	System generates performance measures reports, which include performance indicators; each department creates its own indicators that are relevant to the mission.		NR		
BUD 276.00	Provide flexible tool to analyze and review budget and compensation information.		NR		
BUD 277.00	Provide report/inquiry that illustrates how positions are filled by organization, address and item and other user-defined fields, e.g., ordinance, budgeted, how-filled, vacant, etc.		NR		
BUD 278.00	Provide a standard, customizable, report that displays total positions by fund, organization, and other user-defined fields.		NR		

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BUD 279.00	Provide a standard report that displays item salaries of benchmark and other "hot" classes to determine comparability of salary and benefits with public and private agencies.		NR		
BUD 280.00	Provide modeling capability to analyze salary and employee benefit expenditure using various calculation methodologies.		NR		
BUD 281.00	Provide standard, customizable report that details salary and employee benefit expenditure information by account from financial system by item, organization and other user-defined fields.		NR		
BUD 282.00	Provide a report/inquiry that identifies total salary amount by organization, item, benchmark and other user-defined fields.		NR		
BUD 283.00	Provide a report/inquiry that identifies estimated budget for each employee benefit based on calculated rates as required by item and organization.		NR		
BUD 284.00	Provide a report/inquiry that displays salary savings by item and organization.		NR		
BUD 285.00	Provide a report/inquiry that displays salary savings from turnover to estimate unused salary funds available.		NR		
BUD 286.00	organization from vacancies/frozen items and over/under-hires to determine how many budgeted positions may not be filled to estimate unused salary funds available.		NR		
BUD 287.00	Provide a report/inquiry that displays actual salary and benefit amounts by item from the payroll system.		NR		
BUD 288.00	System generates salary and employee benefits reports by fund and organization, i.e., budget unit.		NR		
BUD 289.00	System generates departmental summary organization chart for budgeted positions.		NR		
BUD 290.00	base and other adjustments across the duration of scenarios distributing costs across the subsequent twelve months period, i.e., incremental adjustments (Compensation/HR system).		NR		

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BUD 291.00	System has capability to generate reports for various countywide reserve balances.		NR		

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	GENERAL REQUIREMENTS				
AP 1.00	Ability to provide on-line, real-time access to all Accounts Payable-related data to users with proper authorization.				
AP 2.00	Ability to accumulate and display monthly, year-to-date (calendar or fiscal year), and inception-to-date (for lifetime of vendor) figures for payments to vendors.		NR		
AP 3.00	Ability to automatically update the general ledger for preencumbrance, encumbrance, payment voucher, and payment activities.		NR		
AP 4.00	Ability to support the recording of pre-encumbrances and encumbrances against all elements in the data classification structure.		NR		
AP 5.00	Ability to automatically relieve an encumbrance when an expenditure transaction is entered.		NR		
AP 6.00	Ability to automatically update the general ledger on-line and in batch as preencumbrances and encumbrances are liquidated upon entry of encumbrances/expenditures or payables.		NR		
AP 7.00	Ability to maintain and release recurring payments based upon user defined amounts and payment dates.		NR		
AP 8.00	Ability to provide notification according to user defined parameters (such as length of time) and allow the user the option to close out/reverse encumbrances.		NR		
AP 9.00	Ability to perform annual encumbrance reviews and close-outs at yearend.		NR		
AP 10.00	Ability to flag a fund so that no payments can be disbursed.		NR		
AP 11.00	Ability to automatically update budget ledgers.		NR		
AP 12.00	Ability to provide for the automatic liquidation of outstanding encumbrance balances upon payment.		NR		
AP 13.00	For partial payments, ability to provide the automatic liquidation of outstanding encumbrance balances for the payment amount up to the outstanding encumbrance balance.		NR		

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AP 14.00	Ability to process prepaid expenses (i.e., advanced payment, travel, etc.).		NR		
AP 15.00	Ability to optionally provide standard payment terms at the vendor level or individual payment terms at the payment level.		NR		
AP 16.00	Ability to allow payment scheduling by discount date.		NR		
AP 17.00	Ability to automatically distribute discounts taken during issuance to the general ledger.		NR		
AP 18.00	Ability to automatically calculate discounts when the issuance payment date is the same as, or prior to, the discount due date with override capabilities on discount due date.		NR		
AP 19.00	Ability to generate vendor payments based on due date and discount date (whichever is earliest) to maximize interest earned and discounts received by the County.		NR		
AP 20.00	Ability to put a payment on hold.		NR		
AP 21.00	Ability to verify that vendor is not in a payment "hold" status prior to generating payment and prevent generation of payment for vendors in hold status.		NR		
AP 22.00	Ability to place a payment "hold" on encumbrances/documents such that no payment can be generated until the "hold" is lifted.		NR		
AP 23.00	Ability to support electronic data interchange (EDI) standards and electronic commerce (EC).		NR		
AP 24.00	Ability to support EFT payments and to specify which type of EFT transaction to use (PPD, CCD, EDI, etc.).		NR		
AP 25.00	Ability to sort EFT prenotes by account and bank for transmission to bank.		NR		
AP 26.00	Ability to accommodate management of bank transmission files (sorts prenotes and EFT payments by ACH clearing account and sends file at appropriate time).		NR		
AP 27.00	Ability to support the use of multiple banks with multiple accounts for both checks and EFTs.		NR		

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AP 28.00	Ability to accommodate positive pay banking.		NR		
AP 29.00	Ability to track 1099 and W-9 forms.		NR		
AP 30.00	Ability to report 1099 amounts by Taxpayer ID Number.		NR		
AP 31.00	Ability to produce 1099 file that fully complies with current and on-going IRS standards (i.e., no special characters, appropriate use of blanks, etc.).		NR		
AP 32.00	Ability to collect necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file).		NR		
AP 33.00	Ability to correct 1099 information in the system, reprint the 1099 form, and produce a correction file for the IRS.		NR		
AP 34.00	Ability to reimburse employees for travel and other expenses.		NR		
AP 35.00	Ability to generate payments (or invoices) to employees based on reconciliation of advances vs. expense reports.		NR		
AP 36.00	Ability for County employees to initiate reimbursement for their travel expenses through direct entry of travel expenses into the System, and to query on the status of their pending travel reimbursements.		NR		
AP 37.00	Ability to automatically detect and reject any request for duplicate payment based on vendor, invoice date and invoice number.		NR		
AP 38.00	Ability to query employee master files in the Human Resources module to verify that requestor was in fact an active County employee at the time of the expense.		NR		
AP 39.00	Ability to notify AP when an employee is terminated & advance is outstanding.		NR		
AP 40.00	Ability to record the issuance of an advance as a receivable and reimbursement of employee advance as a cash receipt and calculate any remaining amount due or receivable.		NR		

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AP 41.00	Ability to issue an advance to an employee/vendor that is not travel related.		NR		
AP 42.00	Ability to provide a flexible hierarchical approval process for approving employee reimbursement.		NR		
AP 43.00	Ability to upload batch invoice from spreadsheet.		NR		
AP 44.00	Ability to enter invoices in batches or individually.		NR		
AP 45.00	Ability to download IRS per diem rates.		NR		
AP 46.00	Ability to enter notes on invoices, payments, or vendor files.		NR		
AP 47.00	Ability to enter a broadcast message which appears on all AP checks.		NR		
AP 48.00	Ability to enter a message for one specific vendor which appears on that specific check.		NR		
AP 49.00	Ability to enter the date an invoice was received.		NR		
AP 50.00	Ability to define multiple invoice types (refunds, utility, etc.).		NR		
AP 51.00	Ability for multiple invoice applications to apply against a single purchase order.		NR		
AP 52.00	Ability to encumber freight amount and prorate to multiple account distributions.		NR		
AP 53.00	Ability to change an account distribution line on an invoice after it has been posted with the adjusting entry automatically generated.		NR		

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AP 54.00	Ability to update purchase order information, such as invoiced amount, when a change is made to the account distribution on an invoice or an invoice is cancelled.		NR		
AP 55.00	Ability to re-open a purchase order, using an override capability, with journal entries generated to establish the remaining encumbrance.		NR		
AP 56.00	Ability to easily identify when a note or comments have been posted to an invoice.		NR		
AP 57.00	Ability to capture and record payee name and legal name for 1099 purposes.		NR		
AP 58.00	Ability to establish parent/child relationships in the vendor master file.		NR		
AP 59.00	Ability to maintain audit trail for changes made to the vendor file- who made them and when.		NR		
AP 60.00	Ability to track and reconcile procurement card transactions online.		NR		
AP 61.00	Ability to optionally automatically number invoices and vendors or manually assign them.		NR		
AP 62.00	Ability to optionally choose whether to automatically prorate discounts, sales/use tax and freight to the line item level or manually calculate the line item amounts.		NR		
AP 63.00	Ability to provide validation of GL account numbers, project numbers, and grant numbers upon invoice entry.		NR		
AP 64.00	Ability to track inactive vendors, based on time passage since last use.		NR		
AP 65.00	Ability to designate one-time vendors.		NR		
AP 66.00	Ability to link or "relate" vendors that are subsidiaries where you order from one company and pay another.		NR		

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AP 67.00	Ability to view vendor name and remit-to address on invoice entry screen.		NR		
AP 68.00	Ability for system to reject or generate alerts when vendors with duplicate names or addresses are being set up.		NR		
AP 69.00	Ability to disallow duplicate invoice numbers for a particular vendor, based on vendor, vendor number, and date.		NR		
AP 70.00	Ability to scan and store invoices.		NR		
AP 71.00	Ability to track productivity per AP Technician.		NR		
AP 72.00	Ability to monitor workload distribution.		NR		
AP 73.00	Ability to utilize automated bank account reconciliation capabilities.		NR		
AP 74.00	Easy maintenance of system parameters, calendar set-up, payment set-up, tables, etc.		NR		
AP 75.00	Ability to accommodate system updates, which include but are not limited to tax updates, changes required by state and Federal laws.		NR		
AP 76.00	Ability to produce 1042's for non-resident aliens.		NR		
AP 77.00	Ability to allow vendor self-service accessed through a web browser.		NR		
AP 78.00	Ability to store a due date, discount date and discount percentage.		NR		
AP 79.00	Ability for addition of user-defined fields.		NR		
AP 80.00	Ability to support multiple types of document imaging.		NR		

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	PROCESSING				
AP 81.00	Ability to manually schedule invoices for payment.		NR		
AP 82.00	Ability to automatically and/or manually allocates an invoice amount to various accounts according to a percentage of the invoice amount.		NR		
AP 83.00	Ability to change chart of accounts distributions on payments (with proper authorization).		NR		
AP 84.00	Ability to support chart of account number distribution changes at the line item level on either requisition, PO, invoice, or payment.		NR		
AP 85.00	Ability to sort checks and print according to needs.		NR		
AP 86.00	Ability to charge an invoice payment to multiple funds.		NR		
AP 87.00	Ability to maintain, update, and retrieve invoice transactions by payee.		NR		
AP 88.00	Ability to review, on-line in real-time, payment due invoices by vendor and/or date.		NR		
AP 89.00	Ability to access all purchase order information on-line during payment voucher processing.		NR		
AP 90.00	Ability to control payments in excess of encumbered amounts by user-defined tolerance limits for each type of encumbrance (e.g., 10% or \$50 over encumbrance amount) provided sufficient spending authority exists.		NR		
AP 91.00	Ability to automatically calculate invoice due date based on invoice date or a user-specified date (such as 30 days from the date of receipt) and payment terms and schedules optimum payment date based on that calculation.		NR		
AP 92.00	Ability to flag invoices for additional workflow approval upon entry.		NR		

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AP 93.00	Ability to indicate whether payment is final or partial upon entry of the invoice.		NR		
AP 94.00	Ability to cross reference a purchase order and invoice for the same transaction.		NR		
AP 95.00	Ability to automatically generate payments based on three way matching (invoice, receipt, PO).		NR		
AP 96.00	Ability to provide workflow process to ensure appropriate approvals are assigned at use-defined points throughout the process.		NR		
AP 97.00	Ability to override three way matching and process payments with proper approval.		NR		
AP 98.00	Ability to associate payment with matching purchase documentation and receiving information and allows users to check validity and details of payment on-line and in real time, prior to creating payment voucher.		NR		
AP 99.00	Ability to support user-defined tolerances in price and quantity, both on the individual line level and a cumulative tolerance on the header level. As long as match is within tolerance, payment voucher transaction will be accepted.		NR		
AP 100.00	Ability to associate a single payment voucher with multiple purchase orders.		NR		
AP 101.00	Ability to void or correct payments on-line, with appropriate corrections made to all financial balances.		NR		
AP 102.00	Ability to allow prepayment and the ability to monitor for and record the receipt of goods or services.		NR		
AP 103.00	Ability to automatically initiate payment transactions based on a payment or milestone schedule as established in vendor contracts.		NR		
AP 104.00	Ability to record refunds from vendors, as well as credit and debit memos.		NR		
AP 105.00	Ability to select specific items to be paid and items to be withheld from payment for a particular issuance run based on the availability of cash or other constraints.		NR		

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AP 106.00	Ability to make account code revisions across funds.		NR		
AP 107.00	Ability to detect and correct errors on-line prior to processing a payment (e.g. voucher balance, account number, data error).		NR		
AP 108.00	Ability to process invoices from prior periods and properly update general ledger.		NR		
AP 109.00	Ability to process invoices and payments to multiple accounting periods on the same processing date.		NR		
AP 110.00	Ability to support an on-screen approval list (approved vendors or expenditures) that can be accessed when entering the invoice.		NR		
AP 111.00	Ability to allow for the release of payment vouchers to payment processing by batch, document, or individual line item. System does not process payments (checks or direct deposits) until authorized personnel release payment voucher records.		NR		
AP 112.00	Ability to apply credit and debit memo amounts before producing payment.		NR		
AP 113.00	Ability to apply credit memos only to the extent that they do not produce a negative payment.		NR		
AP 114.00	Ability to notify vendor that County has a credit memo that exceeds the payment voucher amount.		NR		
AP 115.00	Ability to record credit or debit memo that is netted against or added to other payment vouchers during payment processing. Payment stub provides detail of netting.		NR		
AP 116.00	Ability to ensure that credit or debit memos only apply to the specific department that incurred the credit or debit.		NR		
AP 117.00	Ability to track balance remaining on credit memo and display the invoices to which the credit has been applied.		NR		
AP 118.00	Ability to ensure that account distribution on credit memo transactions is the same as original expense account distribution.		NR		

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AP 119.00	Ability to automatically update cash balances and accounts payable in the general ledger for payment processes.		NR		
AP 120.00	Ability to track all cash disbursements by financial reporting categories required by GAAP (i.e., other funds, component units, related governments, private customers, federal).		NR		
AP 121.00	Ability to accept electronic billings from vendors and process appropriate payments to vendors.		NR		
AP 122.00	Ability to cancel payment made in a previous period and enable generation of general ledger transactions in the current period. Additionally, system allows user to override the accounting period impacted by the payment cancellation.		NR		
AP 123.00	Ability to consolidate (or choose not to consolidate) multiple invoices for the same vendor on one check, and itemize the invoices (including the vendor invoice number) on the remittance advice.		NR		
AP 124.00	Ability to accommodate an electronic hierarchical approval path for approvals of payment requests.		NR		
AP 125.00	Ability to validate through an inquiry screen of cash availability in appropriate funds/accounts before generation of an issuance/payment.		NR		
AP 126.00	Ability to produce a check register, in both paper or electronic format.		NR		
AP 127.00	Ability to print U.S. Post Office approved barcodes on checks and print Post Office reports required to obtain mailing discounts.		NR		
AP 128.00	Ability to print checks based on multiple sorts (e.g., bank account first, then department, then vendor number, etc.) as defined by the County.		NR		
AP 129.00	Ability to print checks through the following means: on-demand (override batch), on schedule/same day, or manual (immediate).		NR		
AP 130.00	Ability to prevent the printing or producing of blank, negative, or zero amount issuances as well as issuances with no payee specified or incomplete address information.		NR		
AP 131.00	Ability to reprint the remittance advice.		NR		
AP 132.00	Ability to produce, through secure printers, checks with MICR encoding, post office approved bar codes, and electronic signatures.		NR		
AP 133.00	Ability to generate replacement checks to replace canceled, stale dated, lost, stop payment or voided checks and generate related table updates for the replacement checks.		NR		

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AP 134.00	Ability to designate checks for special handling and specify priority in printing cycle.		NR		
AP 135.00	Ability to allow for overflow to a separate remittance advice when the number of invoices exceeds available space on initial advice.		NR		
AP 136.00	Ability to sequentially number and control payments and remittance advices.		NR		
AP 137.00	Ability to provide for flexible check printing formats.		NR		
AP 138.00	Ability to interface payment requests from another system (i.e., risk management).		NR		
AP 139.00	Ability to update check number and check date to another system (i.e., risk management).		NR		
AP 140.00	Ability to withhold retainages and post retainage to general ledger account.		NR		
AP 141.00	Ability to accumulate retainage information by purchase order or contract.		NR		
AP 142.00	Ability to update the invoice and/or purchase order record when a refund check is received from a vendor.		NR		
AP 143.00	Ability to route stop payment requests electronically for approval. (future requirement)		NR		
AP 144.00	Ability to capture reason check was voided.		NR		
AP 145.00	Ability for the system to generate entries for voided checks and offer option to set invoice back to open for payment.		NR		
AP 146.00	Ability to reprint checks in case of a printer jam or when check stock runs out.		NR		
AP 147.00	Ability to make payments via EFT, ACH or check and automatically record the transaction.		NR		
AP 148.00	Ability to process a wire or other electronic funds payment against a system generated purchase order.		NR		
AP 149.00	Ability to generate an electronic notice to an employee that a payment has been scheduled for reimbursement of expense. (future requirement)		NR		
AP 150.00	Ability to flag confidential payments.		NR		
AP 151.00	Ability to enter invoices as pre-approved, with the appropriate security.		NR		

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AP 152.00	Ability to receive and upload invoices (line by line) from vendors - E Invoice.		NR		
AP 153.00	Ability to interface with Laser Fiche invoice imaging system for easy invoice retrieval.		NR		
	QUERIES AND REPORTS				
AP 154.00	Ability to produce an accounts payable aging report according to user defined aging buckets or provides for on-line query.		NR		
AP 155.00	Ability to query by multiple fields - vendor name, number, invoice number, description, etc.		NR		
AP 156.00	Ability to generate daily report of all payments and wire transfers that could not be generated due to funds not being available.		NR		
AP 157.00	Ability for user to query by invoice number, purchase order number, check number, payee, contract number, commodity code, budgetary line item, and any other defined field in the database. Also allows the user to filter the search on any field (date, chart of account element, etc.).		NR		
AP 158.00	Ability to tracks performance measures by user ID for productivity analysis.		NR		
AP 159.00	Ability to maintain an open item file of unpaid vendor invoices and allows inquiry into that file by vendor or invoice.		NR		
AP 160.00	Ability to track canceled and/or deleted payments by name, date, amount, check number, and check date.		NR		
AP 161.00	Ability to extract pending payments by scheduled payment date.		NR		
AP 162.00	Ability to query current accounts payable status on-line.		NR		
AP 163.00	Ability to ensure that all reports can be sorted by user-defined parameters (i.e., date ranges, funds, etc.).		NR		
AP 164.00	Ability to produce mailing lists, labels, and cards.		NR		
AP 165.00	Ability to provide Invoice Aging Report.		NR		
AP 166.00	Ability to provide Match Discrepancy Report (discrepancies between matched items).		NR		

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AP 167.00	Ability to generate a report of payments made within or on 30 days from receipt of the invoice.		NR		
AP 168.00	Ability to generate a report of payments not made within 30 days from the receipt of the invoice.		NR		
AP 169.00	Ability to produce a monthly report of all outstanding encumbrances by any user-defined criteria (e.g., department, grant, project, etc.).		NR		
AP 170.00	Ability to produce a listing of payment vouchers that have not been approved for payment.		NR		
AP 171.00	Ability to provide a report of discounts taken.		NR		
AP 172.00	Ability to list all discounts lost by any or all of the following items: vendor, time period, department, or organizations within the department.		NR		
AP 173.00	Ability to produce an activity report showing all the daily online update activity in the system.		NR		
AP 174.00	Ability to query on add/change/deleted vendor information for given period of time.		NR		
AP 175.00	Ability to query on businesses within Chesterfield County and/or minority businesses.		NR		
AP 176.00	Ability to provide on-line access for customers and departments to query information, such as invoices, checks paid, etc.		NR		
AP 177.00	Ability to maintain policies and procedures online.		NR		
AP 178.00	Ability to query or report on any field within the system.		NR		
AP 179.00	Ability to query checks issued to a vendor.		NR		
AP 180.00	Ability to query whether or not checks have cleared the bank.		NR		
AP 181.00	Ability to track and report daily, weekly, or monthly future payment requirement schedules (cash requirements reporting) for disbursements.		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AR 1.00	System will support the following accounts receivable processes:				
AR 1.01	Invoicing		NR		
AR 1.02	Generation of Statements		NR		
AR 1.03	Transaction Processing		NR		
AR 1.04	Customer Maintenance		NR		
AR 1.05	Reporting and Inquiry		NR		
AR 1.06	User-level security		NR		
AR 2.00	Ability to record receivables using chart of accounts distribution.		NR		
AR 3.00	Ability to establish default account distributions for each type of billing.		NR		
AR 4.00	Ability to define various calculation methods for penalties and apply to certain types of billings.		NR		
AR 5.00	Ability to define various calculation methods for interest and apply to certain types of billings.		NR		
AR 6.00	Ability for system to perform simple "if/then, or" calculations such as "10% of the bill or at least \$10."		NR		
AR 7.00	Ability to monitor against certain legal requirements, such as ability to charge fee only one time.		NR		

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AR 8.00	Ability for various users to enter billing information with centralized controls and mailing of invoices and statements to customers.		NR		
AR 9.00	Ability to recognize or accommodate:				
AR 9.01	Revenue earned and billed		NR		
AR 9.02	Revenue earned, but not billed		NR		
AR 9.03	Deferred revenue		NR		
AR 9.04	Estimated revenue		NR		
AR 9.05	Cash flow of receipts based on historical data by accounts receivable type		NR		
AR 9.06	Sorting/displaying accounts receivable in a prescribed aging format		NR		
AR 10.00	System generates summary receivable transactions in the General Ledger for all original entries, adjustments, penalty and interest assessments, and write-offs.		NR		
AR 11.00	Maintain history for a user-specified number of years.		NR		
AR 12.00	Ability to monitor against various write-off parameters and prompt user for decision according to parameters.		NR		
	CUSTOMER FILE				
AR 13.00	Provide one centralized master database for storing all customers and customer-related information across all billing types and departments.		NR		
AR 14.00	Prevent duplicate customer numbers.		NR		

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AR 15.00	Ability to record the following customer information:				
AR 15.01	Customer Name(s)		NR		
AR 15.02	Address by type (bill to, parent company, etc.)		NR		
AR 15.03	Balance Due		NR		
AR 15.04	Balance Forward or Open Items		NR		
AR 15.05	Current/Unpaid penalty and interest charges		NR		
AR 15.06	Last Account Activity		NR		
AR 15.07	Last Payment Amount and Date		NR		
AR 15.08	Year-to-Date Payments		NR		
AR 15.09	Number of times past due this year		NR		
AR 15.10	Number of times past due last year		NR		
AR 15.11	Highest Balance		NR		
AR 15.12	Penalty and Interest Charges this year		NR		
AR 15.13	Penalty and Interest Charges last year		NR		

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AR 15.14	Bad check, dunning, and/or bankruptcy information		NR		
AR 15.15	Dunning message code		NR		
AR 15.16	Customer type		NR		
AR 15.17	Statement cycle		NR		
AR 15.18	Notes/comments		NR		
AR 15.19	Penalty and interest charge flag		NR		
AR 15.20	Date customer was added		NR		
AR 16.00	Ability to restrict access to add, delete, or modify customer information by users.		NR		
AR 17.00	Ability to generate tickler messages for automatic display on specific dates for follow-up with a customer.		NR		
AR 18.00	Ability to set up one time customers with minimal data entry as compared to a regular customer.		NR		
AR 19.00	Ability to identify certain customers who cannot be charged fees, interest, and/or penalties.		NR		
AR 20.00	Ability to identify certain types or groups of customers (e.g., municipalities) who cannot be charged fees, interest, and/or penalties.		NR		
	INVOICES				
AR 21.00	Ability to generate department-specific descriptions on the invoice.		NR		

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AR 22.00	Ability to automatically assign and print a user-defined message on the invoice based on the reason for the invoice and the customer.		NR		
AR 23.00	Ability to prompt user for additional information, depending on reason for invoice (e.g., if for security purposes, provide date and time of service).		NR		
AR 24.00	Ability to specify the services provided, date and time of service, and other information on the invoice.		NR		
AR 25.00	Ability to systematically generate user-defined invoice numbers, including built-in logic.		NR		
AR 26.00	Ability to prevent duplicate invoice numbers.		NR		
AR 27.00	Ability to generate bills/invoices for wages for specific activities or purposes, such as payments to police for providing security and protection to businesses.		NR		
AR 28.00	Ability to process inter-departmental billing within the County and render payments without requiring checks to be written.		NR		
AR 29.00	Ability to require all departments involved in the inter-departmental billing to approve the transaction before it is posted.		NR		
AR 30.00	Ability to print a duplicate bill on request.		NR		
AR 31.00	Ability to automatically write-off small discrepancies between amount due and amount received.		NR		
	RECEIPTS				
AR 32.00	Ability to apply revenue to multiple funds and/or accounts.		NR		
AR 33.00	Ability to accommodate receipts via electronic funds transfer (EFT), lock box, credit card, and other electronic receipts for payment.		NR		
AR 34.00	Ability to accommodate multiple payments for an invoice.		NR		

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AR 35.00	Ability to accommodate single payments applied against multiple invoices.		NR		
AR 36.00	Ability to accommodate partial payments on account.		NR		
AR 37.00	Ability to optionally carry a credit balance or automatically generate a refund resulting from a customer overpayment.		NR		
AR 38.00	Ability to apply specific credit memos to specific invoices and invoice line items.		NR		
AR 39.00	Ability to generate recurring invoice entries.		NR		
	INTERFACE AND IMPORT/EXPORT OF DATA				
AR 40.00	Ability to import/export selected data in the following formats, but not limited to:				
AR 40.01	ASCII formatted files (ex. Comma-delimited, tab-delimited, or some other delimiter)		NR		
AR 40.02	Flat files		NR		
AR 41.00	Ability to import the following data in batches, but not limited to:				
AR 41.01	Customer Information		NR		
AR 41.02	Transactions		NR		
AR 42.00	Ability to export the following reports, but not limited to:				
AR 42.01	Closed Invoice History		NR		

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AR 42.02	Open Items		NR		
AR 42.03	Customer Types		NR		
AR 42.04	Transactions		NR		
AR 42.05	Customer List		NR		
AR 43.00	Ability to export transactional activity to the Treasurer's system.		NR		
AR 44.00	System should supply an outbound interface for receipts in order to update several specialized 3rd party billing systems whose functionality cannot be implemented into an ERP billing system.		NR		
AR 45.00	Ability to interface with standalone receipting system(s).		NR		
AR 46.00	Ability to interface with on-line banking system.		NR		
	QUERIES AND REPORTS				
AR 47.00	Ability to generate aging reports for user-specified date periods or "buckets" (such as 60, 90, 120 days).		NR		
AR 48.00	Ability to perform aging queries online.		NR		
AR 49.00	Ability to automatically generate dunning letters based on passage of time.		NR		
AR 50.00	Ability for user to be prompted to select the appropriate dunning letter template based on passage of time.		NR		

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	DESIGN - Grant accounting module can:				
GA 1.00	Track grant applications.		NR		
GA 2.00	Track grant expenditure activity.		NR		
GA 3.00	Track grant expenditures to multiple funding sources.		NR		
GA 4.00	Track expenditures from multiple funding sources to a single program.		NR		
GA 5.00	Track grant activity over multiple years.		NR		
GA 6.00	Fully integrate with other modules of the Financial and HR administrative system.		NR		
GA 7.00	Interface with Federal or State grant systems so that grant information can be automatically exchanged.		NR		
GA 8.00	Account for grant revenues and expenditures for the fiscal year, grant year and the perpetual life of the grant--with breakdowns by period and in total (inception to date) for all prior years.		NR		
GA 9.00	Uniquely identify each grant through the assignment of a department defined grant number and maintain grant-related descriptive information (e.g., grantor's grant number) in a grant table.		NR		
GA 10.00	Allow identification of grants by multiple user-defined identifiers (e.g., external grant number, Catalog of Federal Domestic Assistance (CFDA) number, and/or other user-defined identification number).		NR		
GA 11.00	Establish grant budgets for and track/multiple funding sources and expenditures against the budget.		NR		
GA 12.00	Track and report grant operations (i.e., budget, expenditures, encumbrances, revenue) over several different periods including county fiscal year, state fiscal year, federal fiscal year, multiple-year grant period, and any specified period within the grant period.		NR		

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GA 13.00	Allow for multiple funding sources for a single grant.		NR		
GA 14.00	Provide ability to identify revenue to a funding source.		NR		
GA 15.00	Support grants that do not have a CFDA number.		NR		
GA 16.00	Support budgeting grants at varying user-defined levels and combinations of classification structure elements (i.e., grant, function, fund, object, organization number, project and job order).		NR		
GA 17.00	Establish expendable budgets for grants at the grant, grant phase or function, and object level at the user's discretion. Expendable budgets control total expenditures and encumbrances charged to the grant.		NR		
GA 18.00	Provide a grant budget that is separate and independent of all other budgets (i.e., state budget that is different from the County's).		NR		
GA 19.00	Provide grant budgetary control options as follows:				
GA 19.01	Absolute control – prevents transaction from processing without override approval;		NR		
GA 19.02	Warning - provides warning message but allows transaction to process.		NR		
GA 19.03	No control - allows transaction to process without warning.		NR		
GA 20.00	Accommodate the following budget preparation capabilities:				
GA 20.01	Budget by total grant amount		NR		
GA 20.02	Budget by county fiscal year, state fiscal year, federal fiscal year, grant year, and multiple-year grant period		NR		

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GA 20.03	Budget by user-defined categories (i.e., salaries and employee benefits; travel; services and supplies; staff; etc.)		NR		
GA 21.00	Maintain detailed transaction history online for life of grant and for a user-defined period beyond the grant life.		NR		
GA 22.00	Make adjustments for any open accounting period in any grant or fiscal year.		NR		
GA 23.00	Allow multiple departments to enter information on a single grant with security constraints established at transaction level.		NR		
GA 24.00	Comply with the Federal Government's Single Audit Act and cash management legislation.		NR		
GA 25.00	Flexibility to handle different methods of compliance regulations and policies.		NR		
GA 26.00	Track by individual sub-categories within a single grant.		NR		
GA 27.00	Support annual or multi-year funding allocation process that allows for expenditures or carry-over of prior year budget.		NR		
GA 28.00	Allow for expenditures and billing to a grant for a user-defined period beyond the grant fiscal year.		NR		
GA 29.00	Link to the HR module for employees charged to a grant to support tracking of salary expenditures.		NR		
	GRANT LEDGERS - Grant module can:				
GA 30.00	Define the program or budget year of the grant/project differently than the system established fiscal year.		NR		
GA 31.00	Set up and report budget items based on multiple fiscal years and grant years.		NR		

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GA 32.00	Calculate on a user defined basis indirect costs associated with any grant and to provide system generated entries.		NR		
GA 33.00	Store the indirect cost rate along with an effective time period for each grant, grant phase, and object.		NR		
GA 34.00	Apply the indirect cost rate to direct costs and store the result as an actual entry associated with the grant, grant phase, and object.		NR		
GA 35.00	Apply the indirect cost rate to direct costs and store the result as a memo entry associated with the grant, grant phase and object.		NR		
GA 36.00	Track grantor match rates by grant, grant phase or function, and object.		NR		
GA 37.00	Track grantee match rates or amounts by grant, grant phase or function and object.		NR		
GA 38.00	Calculate on a user defined basis cash matching fund requirements associated with any grant and provide system generated entries.		NR		
GA 39.00	Calculate on a user-defined basis in-kind matching fund requirements associated with any grant and provide system generated entries.		NR		
GA 40.00	Accommodate grant year accounting and comply with both calendar year and fiscal year budgeting requirements.		NR		
GA 41.00	Provide the ability to roll over appropriations, revenue sources, and expenditures from one grant year to the next, until the grant expires.		NR		
GA 42.00	Provide the ability to recognize revenue only after expenditures have been incurred. System allows unrecognized revenues to be carried forward at year end.		NR		
GA 43.00	Track contracts that span multiple years.		NR		
GA 44.00	Maintain and report on the following information in respect to grants. Required data fields (may be user-defined if needed) are as follows:				

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GA 44.01	Catalog of Federal Domestic Assistance Number (to identify all grants that have Federal funding)		NR		
GA 44.02	Grant, Capital Project, or Board-approved Contract Number or Reporting Category		NR		
GA 44.03	Date of County Board approval		NR		
GA 44.04	Number and type of sworn positions by unit of assignment		NR		
GA 44.05	Number and type of civilian positions by unit of assignment		NR		
GA 44.06	Start/End and extension dates		NR		
GA 44.07	Status of grant (pending, funded, expired, rejected, etc.)		NR		
GA 44.08	County Matching funds (if any)		NR		
GA 44.09	Allowable expenditures (by type/category/class/percentage etc.)		NR		
GA 44.10	Chart of Account codes for expenditures and revenue		NR		
GA 44.11	Program administrator name (linked to person in HR module by employee identification number)		NR		
GA 44.12	Other individuals with responsibilities for portions of a grant		NR		
GA 44.13	Comment field		NR		

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GA 44.14	Date of Last Audit		NR		
GA 44.15	Last Audit Type, such as ADA compliance audit (user-defined)		NR		
GA 44.16	Details of last audit (text field)		NR		
GA 44.17	Approved budget, broken out by expenditure codes		NR		
GA 44.18	Date and details of any Budget Adjustments processed		NR		
GA 44.19	Internal Department or County Board		NR		
GA 44.20	Matching funds amount		NR		
GA 44.21	Entity responsible for matching funds		NR		
GA 44.22	State or Other Agency for Pass-Through Funding		NR		
GA 44.23	Sources of Funding		NR		
GA 45.00	Provide a facility to link grants to projects and have the grant look up a project when the transaction is entered.		NR		
GA 46.00	Link grants to multiple projects.		NR		
GA 47.00	Link multiple grants to a single project.		NR		

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GA 48.00	Allow for establishing grant activity at lower levels or detail than grant number (e.g., grant phase or activity within phase) and track financial activity associated with each phase.		NR		
GA 49.00	Differentiate, by revenue source, between federal, state, county, and other department grants for audit purposes.		NR		
	GRANT APPLICATIONS - Grant module can:				
GA 50.00	Track the following grant application information:				
GA 50.01	Grant number		NR		
GA 50.02	Grant name		NR		
GA 50.03	Grant description (at least 200 characters)		NR		
GA 50.04	Grantor		NR		
GA 50.05	Grantor Contact Name		NR		
GA 50.06	Grantor's mailing address		NR		
GA 50.07	Grantor's phone number		NR		
GA 50.08	Date application submitted		NR		
GA 50.09	Date application approved or denied		NR		

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GA 50.10	Original grant approval amount		NR		
GA 50.11	Grant budget		NR		
GA 50.12	Grant amendments		NR		
GA 50.13	Grant carryovers		NR		
GA 50.14	Grant fiscal calendar		NR		
GA 50.15	Grant beginning date		NR		
GA 50.16	Grant expiration date		NR		
GA 50.17	Letter of credit/draw-down		NR		
GA 50.18	Amounts of County matching funds		NR		
GA 50.19	Responsible department or division (multiple)		NR		
GA 50.20	Department or division contact (multiple)		NR		
GA 50.21	Reimbursement schedule		NR		
GA 50.22	Award Date		NR		
GA 50.23	Letter of Intent to Award Date		NR		
GA 50.24	Contract Number		NR		
GA 50.25	Contract Award Number		NR		
GA 50.26	Approved Contract Date		NR		
GA 50.27	Original Request Amount		NR		

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GA 50.28	Award Amount		NR		
GA 51.00	Provide an edit that ensures the CFDA number is valid for the grantor assigned to the grant.		NR		
GA 52.00	Ability to convert grant application information into new grant		NR		
GA 53.00	Ability to automatically forward an email/notify message to each respective department when a new grant has been established or when a grant number changes		NR		
	GRANT ACTIVITY - Grant module can:				
GA 54.00	Capture all financial grant activity through the general ledger.		NR		
GA 55.00	Capture non-financial transactions without impacting the general ledger.		NR		
GA 56.00	Track program compliance and financial compliance of the grant.		NR		
GA 57.00	Capture grant expenditures and revenues by:				
GA 57.01	Funding source		NR		
GA 57.02	Grant Project Name		NR		
GA 57.03	Program Number		NR		
GA 57.04	Reporting Category		NR		
GA 57.05	Capital Project Number		NR		
GA 57.06	General ledger account numbers		NR		
GA 57.07	Grantor-defined categories or accounts		NR		
GA 57.08	Grant purchase orders and encumbrances		NR		
GA 57.09	Grants status codes		NR		

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GA 57.10	Job		NR		
GA 57.11	Project		NR		
GA 57.12	User defined fields		NR		
GA 57.13	Grant's conditions and restrictions		NR		
GA 57.14	Narrative fields for miscellaneous information		NR		
GA 58.00	Record direct and indirect costs associated with a grant as memo or actual entries, both for fixed dollars and for applied rates to labor or allowable expenses.		NR		
GA 59.00	Track revenue and expenditure actuals and budget (including encumbrances) by current fiscal year, grant inception date, or any user-defined period or date range at detail level specified by user.		NR		
GA 60.00	Support unique match rates for each grant award by grant, grant phase and object, including individual objects or groups of objects (e.g., personnel at 100% and supplies at 25% for grant 1, personnel at 90% and supplies at 40% for grant 2).		NR		
GA 61.00	Provide automated front-end splitting of transactions across multiple account coding distribution. If the grant on the transaction is a parent transaction, the system should automatically split the transaction appropriately and create multiple secondary transactions (e.g., Grant A is a parent of grants B and C with a split of 60% and 40% respectively. When an encumbrance transaction is processed for grant A, it is automatically split along predefined percentages for grants B and C).		NR		
GA 62.00	Prohibit processing of grant-related expenditure transactions not within grant service dates (with override capability).		NR		
GA 63.00	Allow processing of grant-related revenue transactions outside of the grant service dates (with override capability).		NR		
GA 64.00	Suspend a grant prior to completion.		NR		

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GA 65.00	Carry forward fiscal year fund balances for multi-year grants.		NR		
GA 66.00	Record as a memo entry the 'in-kind' value (e.g., non-cash match) as part of grant activity.		NR		
GA 67.00	Provide encumbrance liquidation functionality such that when a voucher is processed against an encumbrance that references a parent grant it will automatically split and appropriately liquidate the descendent encumbrances.		NR		
GA 68.00	Not post any of the descendent grant transactions unless all of the descendent transactions pass data and funding edits.		NR		
GA 69.00	Maintain a link between the descendent transactions and the parent transaction.		NR		
GA 70.00	Allow recording of memo and statistical transactions.		NR		
GA 71.00	Utilize workflow to notify grant administrators and other users (at user defined time periods) of grant milestones (expiration dates etc.).		NR		
GA 72.00	Access actual expenditure information from other modules (fixed assets, salaries in total not by person, supplies, etc.) at a detail and summary level for each grant.		NR		
GA 73.00	Access details of salary costs associated with a specific grant (on an hourly or partial hour basis)		NR		
GA 74.00	Edit actual expenditures against allowable expenditure type.		NR		

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GA 75.00	Generate hard-copy reimbursement requests to grantor agencies from expenditure data.		NR		
GA 76.00	Generate revenue/receivable transactions from grants expenditure data.		NR		
GA 77.00	Prompt or alert users to recognize (realize) grant revenues after grant expenditures have been recorded for a user-specified period of time.		NR		
GA 78.00	Link receipt of revenue to grant.		NR		
GA 79.00	Allow distributed users the ability to enter grant expenditures on line. Workflow capability to notify grant administrators when a review of information is required.		NR		
GA 80.00	Monitor progress of grant expenditures/revenues against original grant contract information. Track milestones and expiration & extension dates.		NR		
GA 81.00	Categorize and report on grant revenue/expenditures, start/end dates and other information within user-defined time periods, such as fiscal year, federal reporting year, grant term, etc.		NR		
GA 82.00	Have the ability to estimate expenses through the duration of the grant and compare these estimates against the budget.		NR		
GA 83.00	Provide grant coordinator contact information as well as grant ADA compliance coordinator by department or multiple departments.		NR		
GA 84.00	Provide grant related boards, councils, consortia, and task forces contact information.		NR		

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GA 85.00	Track and monitor cash flow.		NR		
GA 86.00	Track and account for reimbursements and advance payments in accordance with Federal and State requirements.		NR		
	PROCESSING REQUIREMENTS - Grant module can:				
GA 87.00	Assign multiple user defined categories for budget purposes.		NR		
GA 88.00	Allow grant budget modifications during the grant period.		NR		
GA 89.00	Sequentially and uniquely identify all changes to the appropriate period so that all users can identify the changes, who made them, and when.		NR		
GA 90.00	Duplicate preexisting grants to establish templates for new grants.		NR		
GA 91.00	Prioritize draw-downs (i.e., grant A first, grant B second, etc.).		NR		
GA 92.00	Choose drawdown during expenditure transactions.		NR		
GA 93.00	Provide user-defined fields that document the required submissions for grant reimbursement.		NR		

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GA 94.00	Add, modify or delete grant information online with audit trail of all changes.		NR		
GA 95.00	Provide for grant summary history online.		NR		
GA 96.00	Support multiple programs per grant (sub-grants).		NR		
GA 97.00	Uniquely identify each subgrantee for grants and all grant financial activity related to subgrantees, including the following:				
GA 97.01	Record awards made to subgrantees		NR		
GA 97.02	Record funds received from federal government (or other sources) for pass-through purposes as either revenue or as liabilities		NR		
GA 98.00	Record subgrantee budget by categories as defined by the grant and/or subgrant contract.		NR		
GA 99.00	Maintain sub-contracts against a specific grant.		NR		
GA 100.00	Track sub-contracts to ensure compliance with all contract monitoring requirements, living wage, MBE, etc.		NR		
GA 101.00	Record funds disbursed from the department as transfers or as reductions of liabilities.		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
GA 102.00	Enter as memo entries subgrantee actual expenditures by categories as defined by the grant and/or subgrant contract.		NR		
GA 103.00	Capture the effective beginning and end date of the subgrant.		NR		
GA 104.00	Archive or purge expired grants or non-awarded grants after user-specified period of time.		NR		
GA 105.00	Accept electronic wire transfers for draw-down/letters of credit with an identifier or reference number for identification of proper recipient.		NR		
GA 106.00	Suspend grant transactions based on user defined criteria (i.e., expiration date or grant status).		NR		
GA 107.00	Post the "suspended" grant transactions with supervisory control or post with supervisory override.		NR		
GA 108.00	Provide a tickler or warning message to user for outstanding receivables after a user-specified length of time.		NR		
GA 109.00	Archive closed grants with no activity beyond a user defined time interval.		NR		
GA 110.00	Process data from purchasing and accounts payable systems for purchase orders and encumbrances.		NR		
GA 111.00	Provide an on-line inquiry screen that displays grant reimbursable budget, encumbrances, expenditures, revenues, and amount billed budget. The numbers displayed should be the same balances used by the billing edit program.		NR		

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	GRANT REIMBURSEMENTS - Grant module can:				
GA 112.00	Establish reimbursable budgets for grants at the grant, grant phase or function, and object level at the user discretion. Reimbursable budgets control expenditures available for grant billing.		NR		
GA 113.00	Provide an edit to ensure that grant billings do not exceed the reimbursable budget.		NR		
GA 114.00	Track federal, state, and local grant matching requirements.		NR		
	BILLING - Grant module can:				
GA 115.00	Ability to interface with Accounts Receivable to provide all billing, aging, and tracking capabilities.		NR		
GA 116.00	Provide the ability to bill by any grant component.		NR		
GA 117.00	Automatically bill the grantor from grant data (i.e., grant phase, object, match rate) when a bill is required.		NR		
GA 118.00	Produce a bill based on the direct and indirect costs even though some of the costs (e.g., indirect) are stored as memo entries.		NR		
GA 119.00	Calculate the percentage of outstanding revenue due to the County for an expense incurred through a grant.		NR		

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GA 120.00	Link revenue to associated expenditure amounts.		NR		
GA 121.00	Reconcile revenue collected for specific services with employee time (as recorded in the HR module) spent in specific activities.		NR		
GA 122.00	Report different types of user defined costs (such as actual costs, billable costs, and invoiced costs) of providing a service against revenue for that service.		NR		
GA 123.00	Accumulate total costs without regard to the funding source and then bill each funding source according to the user defined percentage.		NR		
GA 124.00	Bill other departments or internal organizational units for services or commodities rendered, obtain proper electronic approvals, process a transfer of funds in accordance with GAAP, and provide a method for the County to recognize intragovernmental transactions.		NR		
GA 125.00	Allow intrafund transfers of grant funding from one County department to another.		NR		
GA 126.00	Provide flag on bills for lower than a user-specified minimum reimbursement amount and allow user to determine whether or not to process the reimbursement request.		NR		
GA 127.00	Bill based on funding source requirements, including the appropriate format.		NR		
GA 128.00	Bill based on contracted percentage rates for sub-grantees.		NR		
GA 129.00	Generate manual bill from grant expenditure information.		NR		
	INQUIRY AND REPORTING - Grant module can:				
GA 130.00	Produce all reports using both grantor-defined categories or the County's chart of accounts.		NR		
GA 131.00	Report on grants both cumulatively and by user-defined periods.		NR		

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GA 132.00	Report on the detail that supports letters of credit, requests for reimbursement, and the cash drawdown process, including application of indirect costs on a grant-by-grant basis.		NR		
GA 133.00	Provide the following reports:				
GA 133.01	Expenditures and revenues		NR		
GA 133.02	Sources of revenues		NR		
GA 133.03	Reimbursed costs		NR		
GA 133.04	Budget vs. actual costs		NR		
GA 133.05	Comparison between Reimbursement Submitted and Actual Revenue Received		NR		
GA 133.06	Projected Budget vs. Actual Report		NR		
GA 133.07	Combined grant revenue and expenditure reports (with user-selected roll-up capability)		NR		
GA 133.08	Grants trial balance report		NR		
GA 133.09	Pending approval grant report		NR		
GA 133.10	Active grant report or pending expiration/expired grant report		NR		
GA 133.11	Financial year end statements		NR		
GA 133.12	Advances of funding vs. Actual costs, including interest earned on reserves		NR		
GA 133.13	User defined queries (e.g.. Report by specific grants individually or in any combination)		NR		

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GA 133.14	Provide for narrative information appended to reports		NR		
GA 134.00	Maintain statistical information and produce reports on services provided.		NR		
GA 135.00	Provide ability to import/export information into spreadsheets (i.e., Excel) for "What-If" analysis.		NR		
GA 136.00	Display the following on-screen:				
GA 136.01	Grant identifiers (name, number, etc.)		NR		
GA 136.02	Grant Chart of Accounts (this is not a separate chart but linked to the general ledger chart of accounts)		NR		
GA 136.03	Grant budget(s)		NR		
GA 136.04	Current year-to-date fiscal budget, revenues and expenditures		NR		
GA 136.05	Grant-to-date budget, revenues, expenditures		NR		
GA 136.06	Unexpended balance		NR		
GA 136.07	Special budget appropriations		NR		
GA 136.08	Carryover amounts from previous years		NR		
GA 136.09	Encumbrances		NR		
GA 136.10	Draw-down Amounts		NR		
GA 136.11	Advances		NR		

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GA 136.12	Grant transaction detail		NR		
GA 137.00	Support financial report preparation for grants (i.e., monthly, quarterly, and annual federal reporting requirements)		NR		
GA 138.00	Roll-up grant to higher levels for internal and external reporting.		NR		
GA 139.00	Produce the Schedule of Expenditures of Federal Awards.		NR		
GA 140.00	Provide grant on-line inquiry screens that allow the user to select the time period of the data displayed including the month and year as well as the type of activity (i.e., monthly activity, year-to-date activity, or life-to-date activity).		NR		
GA 141.00	Provide an on-line inquiry screen that displays the grant expendable budget, encumbrances, expenditures, revenues, and available budget. The numbers displayed should be the same balances used by the budget/cash edit program.		NR		
GA 142.00	Provide the ability to account for Federal financial assistance programs that are subject to the Single Audit Act requirements.		NR		
	CASH MANAGEMENT				
GA 143.00	Comply with Federal Cash Management Improvement Act.		NR		
GA 144.00	Generate cash profiles for specified grants, projects, or programs for specified time periods. Profiles will detail and summarize all transaction types which directly or indirectly reflect cash usage or receipts by specified grants or programs and the cash transaction effective dates.		NR		
GA 145.00	Calculate ending daily federal cash balances by CFDA number, including disbursements with matching percentages that are recorded as accounts payable, and collections of federal funds recorded as receivables.		NR		
GA 146.00	Calculate interest liability based on clearance pattern analysis and daily cash balances.		NR		
GA 147.00	Provide forecasting capabilities, which must take into consideration all sources of: 1) actual cash receipts and cash disbursements; 2) the timing of anticipated cash receipts and disbursements; and 3) retainage.		NR		
GA 148.00	Cash management capabilities must be fully integrated with both the accounting and budget modules using information from both to make projections.		NR		

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GA 149.00	Generate cash receipt and disbursement reports.		NR		
GA 150.00	System is able to issue warrants only when cash is available to support expenditure.		NR		
GA 151.00	System provides the reversal of receipts for bad checks, rejected wire transfers, and errors on bank deposits.		NR		

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	DESIGN - Project accounting module can:				
PG 1.00	Provide budgeting capabilities that document and facilitate the annual preparation of the ensuing year capital budget for incorporation into the general ledger and the annual budget document.		NR		
PG 2.00	Perform flexible budgeting for capital and operating projects while adhering to level of budgetary controls established for the respective project.		NR		
PG 3.00	Support project budgets by associating budget appropriations to user defined project accounts.		NR		
PG 4.00	Differentiate all transactions between operating and capital budgets.		NR		
PG 5.00	Create project budgets with multiple funding sources, including but not limited to:				
PG 5.01	Grants		NR		
PG 5.02	Bonds (GO, Revenue, Lease Purchase, Cert of Participation)		NR		
PG 5.03	General Fund		NR		
PG 5.04	Enterprise and Internal Service Funds		NR		
PG 5.05	Federal Funds		NR		
PG 5.06	State Funds		NR		
PG 5.07	Cash Proffers		NR		

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PG 5.08	Trust Funds/Donations		NR		
PG 5.09	Fee-supported Projects		NR		
PG 5.10	Earned Interest Income		NR		
PG 5.11	Other User-Specified Operating Funds		NR		
PG 6.00	Provide the ability to classify sub-categories for each funding source (e.g. breakdown of different Federal sources).		NR		
PG 7.00	Generate draws to trustees for bond funded projects.		NR		
PG 8.00	Create debt service budgets for bond funded projects allocated by category/department (Schools/Public Safety-Fire/Parks and Rec).		NR		
PG 9.00	Provide the capability to allocate direct and indirect financing costs to projects.		NR		
PG 10.00	Allocate interest income as a funding source.		NR		
PG 11.00	Provide budget forecasting for multi-year periods, which can support development of a Capital Improvement Plan.		NR		
PG 12.00	Allow at least 7 multiple fiscal year budgets for projects.		NR		
PG 13.00	Perform calculations on project budget data.		NR		
PG 14.00	Link project to a grant.		NR		

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PG 15.00	Accommodate project budgeting, modify the project budget, and print allocation schedules.		NR		
PG 16.00	Uniquely identify each project through the assignment of a project number.		NR		
PG 17.00	Allow for the inclusion of descriptive information for each project with direct entry of text.		NR		
PG 18.00	Allow for the attachment of any type of document, including Word documents, spreadsheets, pictures, etc., to the project.		NR		
PG 19.00	Establish project accounts to record project budgets, preencumbrance/ encumbrance, expenditures, anticipated revenues, retainages, receivables and pending change orders.		NR		
PG 20.00	Provide summary and detailed capital and operating project budgets by:				
PG 20.01	Department		NR		
PG 20.02	Fund		NR		
PG 20.03	Organization or Budget Unit		NR		
PG 20.04	Location or other geographical breakdown		NR		
PG 20.05	Project Owner		NR		
PG 20.06	Program or Object Code		NR		
PG 20.07	Expenditure or Revenue		NR		

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PG 20.08	Job Level		NR		
PG 20.09	Any element of the Chart of Accounts structure		NR		
PG 20.10	Work Order		NR		
PG 21.00	Provide multiple revisions and amendments to the project budget in the above detail.		NR		
PG 22.00	Record and maintain data at the following levels of detail:				
PG 22.01	Fiscal Year		NR		
PG 22.02	Budget Year		NR		
PG 22.03	Fund		NR		
PG 22.04	Department, Cost Center, or Organization Code		NR		
PG 22.05	Function		NR		
PG 22.06	Project		NR		
PG 22.07	Program		NR		
PG 22.08	Activity		NR		

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PG 22.09	Task		NR		
PG 22.10	Phase		NR		
PG 22.11	Contract and type of contract		NR		
PG 22.12	Job Number		NR		
PG 22.13	Work order		NR		
PG 22.14	Any element of the Chart of Accounts structure		NR		
PG 23.00	Allow inquiry into budgets, preencumbrances/encumbrances, retainages, revenues, and expenditures at any level described above.		NR		
PG 24.00	Allow for the ability to import and export various data from spreadsheets, word processors and databases. Vendors should list in the Comments column which software has been interfaced successfully with their ERP system.		NR		
PG 25.00	Support carry forward of unexpended project budgets over year-end.		NR		
PG 26.00	Allow access to prior years' project cost.		NR		
PG 27.00	Report project-to-date actuals for the capital or operating budget.		NR		
PG 28.00	Establish reimbursable budgets for projects. Reimbursable budgets control expenditures available for project billing only.		NR		
PG 29.00	Accumulate and bill for all reimbursable portions of projects.		NR		

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PG 30.00	Provide edit to ensure that project billings do not exceed the reimbursable budget with an override capability based on security.		NR		
PG 31.00	Establish project activity at a lower level of detail (e.g., phase) than project number and track financial activity associated with each location, phase, or activity within phase.		NR		
PG 32.00	Move funding from one project to another, with appropriate security control.		NR		
PG 33.00	Increase or decrease project funding after project is in place, with the appropriate security control, and ability to maintain audit trail (history) of the changes.		NR		
PG 34.00	Provide project budgetary control options as follows:				
PG 34.01	Absolute control - prevents transaction from processing without override approval		NR		
PG 34.02	Warning – provides warning message but allows transaction to process		NR		
PG 34.03	No control – allows transaction to process without warning		NR		
PG 35.00	Suspend a project prior to completion with exceptions for anticipated revenue and prior expenditures.		NR		
PG 36.00	Carry forward fiscal year appropriation and cash balances for multi-year projects.		NR		
PG 37.00	Allow entry of a variety of descriptive information about a project, in designated fields, including narrative (up to 2000 characters).		NR		
PG 38.00	Track projects over multiple years.		NR		
PG 39.00	Tracks project by budget revisions and track budget revisions by projects.		NR		

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PG 40.00	Accommodate workflow approval process for all project related purchases.		NR		
PG 41.00	Provide an automated cross reference to all internal and external project numbers.		NR		
PG 42.00	Bill other departments or internal organizational units for services or commodities rendered, obtain proper electronic approvals, process a transfer of funds in accordance with GAAP, and provide a method for the County to recognize intragovernmental transactions.		NR		
PG 43.00	Track and report Federal Emergency Management Agency (FEMA) and SB-90 Claims.		NR		
PG 44.00	Drill down from balances back to general ledger journal entries, asset management detail, accounts payable invoices, and purchase orders.		NR		
PG 45.00	Review available funds for a particular task, subproject, or project.		NR		
PG 46.00	Facilitate cash flow forecasting on a project by project basis.		NR		
PG 47.00	Facilitate cash flow forecasting by funding source that crosses multiple projects.		NR		
	PROJECT LEDGERS:				
PG 48.00	Establish projects that may cross funds or budget units.		NR		
PG 49.00	Associate project budgets with budgetary control appropriations in the General Ledger ensuring consistency across applications.		NR		
PG 50.00	Associate multiple funding sources in priority order (user defined) with projects and track the application of funding to actual expenditure. Funding sources needs to be tied to a specific project.		NR		
PG 51.00	Clone project accounts established from previous projects, then modify for a newly created project.		NR		

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PG 52.00	Identify projects lacking financial activity for a user-defined period for possible closeout.		NR		
PG 53.00	Calculate capitalized interest by project.		NR		
PG 54.00	Create multiple summary ledgers for reporting purposes.		NR		
PG 55.00	Maintain historical data for all projects throughout the life of the project and for a user-specified period after project close.		NR		
PG 56.00	Summarize or "rollup" expenditures to a higher budget level (budget not requiring minute detail).		NR		
PG 57.00	Separate costs by real estate acquisition and construction.		NR		
PG 58.00	Support the ability to manage several sub-projects under one controlling project.		NR		
PG 59.00	Support a hierarchical approach to tracking and reporting projects costs and other user defined fields (i.e., main project, sub-project, task, sub-task) and allocating authority of purchases to others (i.e. purchases of equipment at fire stations by Fire Dept).		NR		
PG 60.00	Associate multiple funding sources to multiple phases (expenditures) within projects.		NR		
PG 61.00	Support project budgets and expenditures down to fund source and phase levels.		NR		
PG 62.00	Accommodate resource scheduling on projects.		NR		
PG 63.00	Set an indicator to reflect whether or not an expenditure has been requisitioned.		NR		

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PG 64.00	Create the reimbursement request in a user defined format.		NR		
PG 65.00	Prevent deletion of a project account which still has an available balance for spending until the project is closed out.		NR		
	PROJECT ACCOUNTING ACTIVITY				
PG 66.00	Provide real-time transactional information for requisitions, contracts and labor distributions.		NR		
PG 67.00	Track the change order process for projects with the ability to document reasons for change order.		NR		
PG 68.00	Track retainage and release for contractors individually and in total for each project.		NR		
PG 69.00	Record contract stop notices.		NR		
PG 70.00	Track both contracts and in-house spending to a project.		NR		
PG 71.00	Allows transfer of transaction detail from one project to another.		NR		
PG 72.00	Accommodate multiple change orders and multiple transfers of funds within projects.		NR		
PG 73.00	Automatically set aside retainage by multiple user-defined percentages and release formulas.		NR		
PG 74.00	Record non-financial data without affecting financial accounts.		NR		
PG 75.00	Identify direct costs for each project by object and sub-object of expenditure.		NR		

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PG 76.00	Track multiple contracts to a single project.		NR		
PG 77.00	Track a single contract to multiple projects.		NR		
PG 78.00	Allow input, adjustments, and transfer of costs at the lowest level of account coding.		NR		
PG 79.00	Generate on-line, user defined warning when project and phase expenditures nears or exceeds the original project estimates.		NR		
PG 80.00	Maintain multiple types of project completions/status. For example, project may be complete from a performance viewpoint but still open for accounting purposes.		NR		
PG 81.00	Prevent charges from being allocated to a closed project, sub-project, or phase with the ability to override with the proper security.		NR		
PG 82.00	Prevent contractors from getting paid prior to the official start date of the project phase or until user defined requirements are met, with the ability to override with the proper security.		NR		
PG 83.00	Identify expenditures by grant number, project number, and outstanding encumbrances for specific project number.		NR		
PG 84.00	Alert user with a flag or warning when project budget is overcharged either by overall project, phase, or task and allows the overcharge only with proper security.		NR		
PG 85.00	Track project and contract costs and encumbrances by equipment/asset categories.		NR		
PG 86.00	Allocate and track project budget dollars by selected user-defined levels.		NR		
PG 87.00	Reconcile cost / project accounting and financial accounting records, which must be in balance.		NR		
PG 88.00	Increase or decrease the maximum amount of project funding with proper security.		NR		

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PG 89.00	Capture encumbrances supplied by manual input or activity from other functional areas, i.e., purchasing.		NR		
PG 90.00	Reduce related encumbrance amounts as payment requests are recorded.		NR		
PG 91.00	Validate charges against project master files to determine if:				
PG 91.01	Charges are to open projects.		NR		
PG 91.02	Accounts charged are valid for specified projects.		NR		
PG 92.00	Obtain project titles online to assist in proper identification for data entry.		NR		
PG 93.00	Allocate an amount of revenue/ expenditure by entered percentages to various projects.		NR		
PG 94.00	Prevent posting of financial transactions to project ledgers without corresponding posting to general ledger accounts.		NR		
PG 95.00	Allow posting of non-financial transactions to project ledgers without corresponding posting to general ledger accounts.		NR		
PG 96.00	Maintain accrual and cash basis balances.		NR		
PG 97.00	Track multiple year expenditures.		NR		
PG 98.00	Accumulate balances for:				
PG 98.01	Actuals		NR		

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PG 98.02	Budgets		NR		
PG 98.03	Encumbrances		NR		
PG 99.00	Allow or disallow spending of anticipated revenue for each project.		NR		
PG 100.00	Provide "drop-down" lists of valid accounts (that can be used with a specific project/program) when a project/program code is entered during a financial transaction.		NR		
PG 101.00	Generate "cash profiles" for specified grants, projects, or programs for specified time periods. Profiles will detail and summarize all transaction types which directly or indirectly reflect cash usage or receipts by specified grants or programs and the cash transaction effective date.		NR		
PG 102.00	Calculate interest liability based on clearance pattern analysis and daily cash balances.		NR		
PG 103.00	Track retainage paid to a third party escrow agent that holds money on behalf of the contractor/vendor.		NR		
PG 104.00	Keep track of bond issue expenditures in conjunction with the arbitrage drawdown requirement schedule for that issue by County and Schools and in total.		NR		
	PROJECT MANAGEMENT				
PG 105.00	Interface with other project management software. Vendors should note in the Comments column which project management software has been interfaced successfully with their financial system.		NR		
PG 106.00	Record project activity over multiple years.		NR		
PG 107.00	Record project activity for multiple departments.		NR		

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PG 108.00	Accommodate a variety of projects such as:				
PG 108.01	Small capital expenses (e.g., remodeling)		NR		
PG 108.02	Large capital projects (e.g., buildings, construction, infrastructure)		NR		
PG 108.03	Operating expenses		NR		
PG 108.04	Routine work order(s) for non-capital expenditures		NR		
PG 109.00	Classify the project by:				
PG 109.01	Type of project (paving, building, ADA barrier removal, etc.)		NR		
PG 109.02	Location		NR		
PG 109.03	Administering department		NR		
PG 110.00	Track the following dates:				
PG 110.01	Planned start date		NR		
PG 110.02	Actual start date		NR		
PG 110.03	Planned completion date		NR		

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PG 110.04	Actual completion date		NR		
PG 111.00	Maintain a project address.		NR		
PG 112.00	Associate work orders with projects.		NR		
PG 113.00	Keep historical record of external approvals received.		NR		
PG 114.00	Provide a means for standard control and monitoring of projects.		NR		
PG 115.00	Associate projects with other projects in a hierarchical structure.		NR		
PG 116.00	Classify project costs according to task (i.e., inspection, design).		NR		
PG 117.00	Track projected funds set aside for anticipated expenditures in projects (e.g., set aside funds for planned activities as they become known).		NR		
PG 118.00	Keep track of the detail related to planned activities (e.g., item description, responsibility, estimated cost, contractor proposal cost, etc.).		NR		
PG 119.00	Account for advance planning activities prior to the establishment of a project and transfer the costs to the project after it is established.		NR		
PG 120.00	Support GANTT charts.		NR		
PG 121.00	Enter an amount or the current percent of completion and have the system estimate additional amounts for finishing the project (both total cost of project and variances from budget).		NR		
PG 122.00	Program the calculation of projected final costs using multiple user-defined methods of computation. Vendors should list what computation methods can be used for projection of final costs in the Comments column.		NR		

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PG 123.00	Track the approval date of a project by the County's Steering Committee responsible for project approval.		NR		
PG 124.00	Assign project team managers and schedules with roles, start and end dates.		NR		
PG 125.00	Ability to obtain contingency balances for a given project		NR		
	CONTRACT ADMINISTRATION				
PG 126.00	Convert awarded bid to approved contract.		NR		
PG 127.00	Create and track direct or blanket order contracts.		NR		
PG 128.00	Create user-defined contract releases.		NR		
PG 129.00	Accommodate contract payments by direct vouchering or by contract purchase order.		NR		
PG 130.00	Budget and encumber contracts per line items and also assign project accounting data.		NR		
PG 131.00	Track multiple encumbrances and payments against a single contract.		NR		
PG 132.00	Allow multiple contracts per vendor, multiple items per contract and multiple dates.		NR		
PG 133.00	Track and query a performance-based rating of each vendor.		NR		
PG 134.00	Use the system to evaluate vendors based on key user-weighted events – performance milestones, quality of work, billing problems, compliance measurement.		NR		

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PG 135.00	Provide the ability to import and export to or from MSWord and WordPerfect and put into a contract window without loss of formatting.		NR		
PG 136.00	Track contracts by vendor, date (starting, ending, etc.), dollars, item, class, budget, account, program, project/grant, renewals, cancellations, extensions, add/change, buying groups, commodity codes, or contract number(s).		NR		
PG 137.00	Track several purchase orders or other reference documents within a single contract.		NR		
PG 138.00	Close and reopen contracts, including capital projects, across fiscal years.		NR		
PG 139.00	Support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).		NR		
PG 140.00	Track and report contract operations over several different periods including County, federal, state, or other user defined fiscal year.		NR		
PG 141.00	Record and track contract limits at user specified levels of detail over the life of the contract.		NR		
PG 142.00	Accommodate and track supplemental agreements to contracts.		NR		
PG 143.00	Maintain a real-time transaction listing of all contract change orders including date and source. (To understand why changes were made, what amount, who approved, etc.)		NR		
PG 144.00	Interface with Grants Management to create contractual grant obligations and commitment of funds.		NR		
PG 145.00	Encumber only a portion of a contract based on fiscal year.		NR		
PG 146.00	Provide contract management tools to track multiple contractors and consultants.		NR		
PG 147.00	Generate notifications to vendors, buyer, or project manager (in a user-defined format), when milestones or thresholds are met (e.g., tax exempt certification, insurance exp. date), and when not met, trigger exceptions and non-compliance notifications.		NR		

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PG 148.00	Track and flag contract expiration/extension dates. The System provides the ability to set flag timing to build in lead time to extend or re-bid the contract.		NR		
PG 149.00	Automatically assign alphanumeric or numeric contract numbers to contracts, and provide for user-defined alphanumeric or numeric assignments with the ability to track change orders, retainages, releases of retainages, % of retainages, supplemental agreements, stop notices, encumbrances, and other user defined element.		NR		
PG 150.00	Link contract numbers to bid and Request For Proposal (RFP) numbers.		NR		
PG 151.00	Record contract bid in system for both system-generated or externally-generated bids.		NR		
PG 152.00	Track and report, by account number, expenditures & revenue for each individual contract, including budget to actual comparisons by user-defined period (i.e., monthly, quarterly, daily, contract year, fiscal year, contract term, etc.).		NR		
PG 153.00	Track all contract information required by County legal authority, including, but not limited to: notice of award, lien waivers, notice to proceed, invoice period, contract service period).		NR		
PG 154.00	Provide user defined contract periods that include contract year, fiscal year, and contract term for those contracts which span multiple fiscal years.		NR		
PG 155.00	Support detailed contract performance analysis and generate performance reports, based on the following criteria:				
PG 155.01	Contract compliance (based on compliance criteria as defined by users such as EEO, Labor Laws, etc).		NR		
PG 155.02	Work completed to date in absolute and in percentage terms.		NR		
PG 155.03	Payment schedules & payments made/received.		NR		
PG 155.04	Timelines/deadline dates.		NR		
PG 155.05	Contractor performance for vendor contracts.		NR		

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PG 155.06	Penalties assessed for non-compliance		NR		
PG 155.07	User-defined milestones & thresholds.		NR		
PG 156.00	Can track project activity by task or work breakdown structure.		NR		
PG 157.00	Provide access to contract information on-line and in real time to central and remote users with appropriate security.		NR		
PG 158.00	Attach comments and/or supporting files such as Word/Excel to each contract for users with proper security to view and update. Comments could be free-form or standard user-defined (selected from a menu or drop-down list).		NR		
PG 159.00	Ability to maintain purchase order (contract) and payment history throughout the project life cycle.		NR		
	PROJECT CLOSE				
PG 160.00	Allow the user to specify and control the project closing process through user tables and security.		NR		
PG 161.00	Support multiple closing of projects at the user's options.		NR		
PG 162.00	Allow for multiple user defined closure dates.		NR		
PG 163.00	Close projects partially or completely.		NR		
PG 164.00	System provides an automated procedure to purge and archive data for closed projects.		NR		
PG 165.00	Identify inactive projects for possible close.		NR		

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PG 166.00	Close project at user specified date.		NR		
PG 167.00	Close and capitalize or expense each project as completed or at end of the fiscal year and make required entries to the asset or expense accounts and work-in-progress accounts and/or construction in progress.		NR		
PG 168.00	Re-open a closed project with proper security.		NR		
PG 169.00	Transfer construction-in-progress accounts to fixed asset accounts at project close or completion.		NR		
	REPORTING				
PG 170.00	Ability of system to generate reports from specific or ranges of:				
PG 170.01	Project Number or Name		NR		
PG 170.02	Type (capital or operating)		NR		
PG 170.03	Departments and Organization/Division		NR		
PG 170.04	Year		NR		
PG 170.05	Funding Source		NR		
PG 171.00	Produce variance reports according to the account ranges specified above.		NR		
PG 172.00	Provide report at end of project listing expenditures by funding sources and type including associated invoice and check numbers at a summary and detail level.		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PG 173.00	Provide the following reports:				
PG 173.01	Expenditures by type of expenditure, I.e. fixed asset, component, etc.		NR		
PG 173.02	Expenditures by vendor and invoice number.		NR		
PG 174.00	Produce project status reports for current month, YTD and inception-to-date.		NR		
PG 175.00	Generate statistical data reports.		NR		
PG 176.00	Report direct and indirect costs associated with a project, including assessment of fringe benefit and/or overhead costs associated with direct project labor.		NR		
PG 177.00	Track and report revenue and expenditure actuals and budget (including encumbrances) by current fiscal year and project inception date to current date at detail level specified by user.		NR		
PG 178.00	Generate project reports which reflect accrued expenditures, providing the ability to forecast future project activity.		NR		
PG 179.00	System should provide project on-line, real-time inquiry screens that allow the user to select the time period of the data displayed including the month and year as well as the type of activity (i.e., monthly activity, year-to-date activity, or life-to-date activity).		NR		
PG 180.00	Provide an on-line, real-time inquiry screen that displays project budget, encumbrances, expenditures, revenues, vendors, customers and available budget. The numbers displayed should be the same balances used by the budget/cash edit program.		NR		
PG 181.00	Ability to generate reports to determine expenditures not yet requisitioned, amount available to be requisitioned for each funding source, listing that shows which projects a funding source is allocated to, amount of expenditures assigned to a funding source by project, amount requisitioned to date for a funding source, to facilitate reconciling to the various trustee statements.		NR		
PG 182.00	Ability to store electronic and imaged documents centrally for easy access by several authorized users.		NR		

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PG 183.00	Ability to prevent deletion of a project account which still has an available balance for spending until the project is closed out.		NR		

Functional Category: Purchasing

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
	GENERAL PURCHASING				
PO 1.00	Ability to drill down to supporting documents/transactions within the purchasing system.		NR		
PO 2.00	Ability to capture quantities and unit of measure.		NR		
PO 3.00	Provide for extended description fields on purchasing documents.		NR		
PO 4.00	Have information such as FOB, ship-to code and comments that needs to be retyped frequently available in tables listed by their common name.		NR		
PO 5.00	Utilize one master file for all modules of the system for such things as vendor file, terms, and/or tax tables.		NR		
PO 6.00	Utilize automatic matching of invoices to PO's / receivers for payment processing.		NR		
PO 7.00	Utilize EDI (electronic data interchange), fax or e-mail to expedite RFQ's and PO's.		NR		
PO 8.00	Ability to input notes or comments on either the requisition, purchase order, or invoice for only the approver(s) to see.		NR		
PO 9.00	Ability to input notes or comments on either the requisition, purchase order, or invoice that will be visible to the vendor.		NR		
PO 10.00	Ability to input notes or comments on either the requisition, purchase order, or invoice that is visible to all users upon inquiry.		NR		
PO 11.00	Ability to establish tolerance levels which vary by department and/or user.		NR		
PO 12.00	Ability to handle fractionated items.		NR		

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	COMMODITY FILE				
PO 13.00	Ability to support the use of a commodity code (NIGP or other).		NR		
PO 14.00	Ability for users to view commodity codes, description, or manufacturer's part number through drop down boxes.		NR		
	REQUISITIONS				
PO 15.00	Ability to manually assign requisitions to Buyers.		NR		
PO 16.00	Ability to electronically route requisitions to buyers based on the item number, commodity code entered, with the ability to override the electronic routing.		NR		
PO 17.00	Ability to electronically enter a requisition from remote locations.		NR		
PO 18.00	Ability to enter a requisition and perform all purchasing functions using a web browser.		NR		
PO 19.00	Ability to create the commitment upon requisition entry and encumbrance upon purchase order creation by validation of budget codes and available funds.		NR		
PO 20.00	Ability to enter unlimited lines on a requisition.		NR		
PO 21.00	Ability to electronically route a requisition for approval.		NR		
PO 22.00	Ability to electronically return requisitions to originator to provide changes to the requisition.		NR		
PO 23.00	Ability to create requisition templates for frequently-ordered items.		NR		

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PO 24.00	Ability to capture multiple ship-to addresses on one requisition.		NR		
PO 25.00	Ability to enter notes or comments and document competition received by the buying staff on the electronic requisition or purchase order.		NR		
PO 26.00	Ability to capture name of creator of requisition.		NR		
PO 27.00	Ability to set up tolerances by commodity code, for quantities, unit cost, total cost or other definable fields.		NR		
PO 28.00	Ability to query encumbrances on a daily basis.		NR		
PO 29.00	Ability to charge multiple account codes on an individual line item.		NR		
	QUOTES				
PO 30.00	Ability to create and manage quotes.		NR		
PO 31.00	Ability to electronically request quotes.		NR		
PO 32.00	Ability to electronically receive quotes.		NR		
PO 33.00	Ability to document competition received by buyer on the electronic requisition.		NR		
PO 34.00	Ability for requisitioning departments to send attachments containing competition already received with the requisition.		NR		
PO 35.00	Ability to produce list of potential vendors/bidders who provide the requested commodities based on the commodity code.		NR		

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PO 36.00	Ability to analyze vendor quotations and make comparisons.		NR		
	CONTRACTS				
PO 37.00	Ability to maintain the following information regarding contracts:				
PO 37.01	Dollar value		NR		
PO 37.02	Milestones		NR		
PO 37.03	Start/end and extension dates		NR		
PO 37.04	Expiration dates		NR		
PO 37.05	Date of Board approval		NR		
PO 37.06	Status		NR		
PO 37.07	Payment schedule		NR		
PO 37.08	Contingency amounts		NR		
PO 37.09	Vendor information		NR		
PO 37.10	Contract number		NR		

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PO 37.11	Contract administrator and contact information		NR		
PO 38.00	Ability to attach contract price list to an individual purchase order.		NR		
PO 39.00	Ability to track multiple encumbrances and payments against a single contract.		NR		
PO 40.00	Ability to encumber contracts per line item and also assign project and grant accounting data across multiple accounts.		NR		
PO 41.00	Ability to track service performance against a contract.		NR		
PO 42.00	Ability to review and print contract text.		NR		
PO 43.00	Ability to close and reopen contracts across fiscal years.		NR		
PO 44.00	Ability to support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).		NR		
	PURCHASE ORDERS				
PO 45.00	Ability to create, manage and close blanket orders.		NR		
PO 46.00	Ability to create purchase orders that span multiple fiscal years.		NR		
PO 47.00	Ability to carry over open purchase orders to the following fiscal year unless funds are not available.		NR		
PO 48.00	Ability to both manually assign purchase order numbers or have the system automatically assign them.		NR		

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PO 49.00	Ability to generate a purchase order directly or convert from an existing requisition.		NR		
PO 50.00	Flexibility to produce purchase order at buyer station or to route electronic document to central point for further processing.		NR		
PO 51.00	Ability to electronically route or distribute quote requests and purchase orders.		NR		
PO 52.00	Ability to define contract/PO approval, hold, enter, update and closing responsibilities by user.		NR		
PO 53.00	Permit all PO's to be printed in batch process or permit users to print PO's on an as needed basis at remote locations.		NR		
PO 54.00	Ability to reprint hard copy of purchase orders and change orders when required.		NR		
PO 55.00	Ability to re-open a purchase order, using an override capability, with the appropriate journal entries automatically generated to reestablish the remaining encumbrance.		NR		
PO 56.00	Ability to update purchase order information, such as invoiced amount, when a change is made to the account distribution on an invoice or an invoice is cancelled.		NR		
PO 57.00	Ability to automatically or manually close or adjust purchase orders without receiving merchandise.		NR		
PO 58.00	Ability to query an open or closed purchase order with the following: vendor name/number, purchase order number, encumbrance amount, commodity code, requisition number, line item, description, quantity on order, quantity still open, buyer ID, department, delivery date, and last activity date.		NR		
	VENDOR FILE				
PO 59.00	Ability to store the following vendor information:				
PO 59.01	Name		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PO 59.02	DBA Name		NR		
PO 59.03	Vendor Number		NR		
PO 59.04	Multiple addresses (i.e., bid, orders, remit to, etc.)		NR		
PO 59.05	E-mail and website information		NR		
PO 59.06	Contact person(s)		NR		
PO 59.07	Federal Tax ID Number (TIN)		NR		
PO 59.08	Phone and Fax numbers		NR		
PO 59.09	Minority/woman/disadvantaged business indicator		NR		
PO 59.10	Last date utilized		NR		
PO 59.11	Parent/child relationships		NR		
PO 59.12	Invoice dollar limit		NR		
PO 59.13	Default chart of account information		NR		
PO 59.14	Payment methods		NR		

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PO 59.15	Type of company (i.e., partnership, corporation, etc.)		NR		
PO 59.16	Authorized commodities		NR		
PO 59.17	Standard payment terms		NR		
PO 59.18	Problem vendor flag		NR		
PO 59.19	Preferred vendor flag		NR		
PO 59.20	Vendor on Hold flag (i.e., litigation, payment dispute, etc.)		NR		
PO 59.21	Other user-defined fields		NR		
PO 60.00	Easy vendor search look-up with vendor grouping, vendor prefixes and/or user-tailored shortnames.		NR		
PO 61.00	Ability to search vendor files from within purchasing processes (i.e. requisition and purchase order).		NR		
PO 62.00	Ability to allow transactions with valid vendors only for a particular commodity.		NR		
PO 63.00	Ability to infer default vendor information from the vendor master file when creating requisitions and purchase orders based on the commodity code.		NR		
PO 64.00	Ability to assign status codes to vendors (i.e., inactive) and this status can vary by department or facility (i.e., a vendor can be blocked from use by certain departments/facilities but not blocked for others).		NR		
PO 65.00	Ability to add/change vendor information on-line for immediate processing.		NR		

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PO 66.00	Ability to identify vendors with various attributes, such as minority-owned, located in Chesterfield County, etc.		NR		
PO 67.00	Ability to track vendor performance including delivery, complaints and resolution.		NR		
PO 68.00	Ability to track vendor performance against user-defined criteria or standards.		NR		
	RECEIVING				
PO 69.00	Ability to receive total purchase order with one keystroke if entire order is correct.		NR		
PO 70.00	Ability to match multiple receivers to one purchase order and invoice.		NR		
PO 71.00	Ability to mark purchase order as "final" even if only partial order has been received. This closes the PO and prevents further activity.		NR		
PO 72.00	Ability to accommodate distributed receiving.		NR		
	WEB ENABLEMENT				
PO 73.00	Ability to allow Internet vendor e-registration and update of company records.		NR		
PO 74.00	Ability to e-mail notifications of bid solicitations and RFPs to vendors.		NR		
PO 75.00	Ability to establish templates to create bids for electronic posting.		NR		
PO 76.00	Ability to compare responses received electronically.		NR		

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PO 77.00	Ability to post bids on County's website or portal.		NR		
PO 78.00	Ability to have browser-based ordering capability, including the features of electronic catalogs and shopping cart order building.		NR		
	QUERIES AND REPORTS				
PO 79.00	Ability to report on dollars spent per contract.		NR		
PO 80.00	Ability to report on dollars spent by commodity code segregated by vendor.		NR		
PO 81.00	Ability to report on dollars spent per vendor for a specified time period.		NR		
PO 82.00	Ability to easily report on number of purchase orders and dollar amount issued or outstanding by various ranges for a specific time period.		NR		
PO 83.00	Ability to report on requisition to purchase order turnaround time by department or buyer code.		NR		
PO 84.00	Ability to create a purchase order register that lists purchase orders created for a specific time period.		NR		
PO 85.00	Ability to produce backorder reports.		NR		
PO 86.00	Ability to produce a receipt history report.		NR		
PO 87.00	Ability to produce a receipt/invoice variance report.		NR		
PO 88.00	Ability to produce a report of outstanding encumbrances for an effective date, that reconciles to general ledger.		NR		

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Module(s)/Sub-module(s)					
Reference Number	Functional Requirements	Response	Answer Submitted	Required to Fulfill Requirements	Comments
PO 89.00	Ability to produce purchasing activity reports by commodity code.		NR		
PO 90.00	Ability to track and report on bid transaction data.		NR		
PO 91.00	Ability to track or report on contract data.		NR		

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	General Requirements				
PR 1.00	Tracks record of interface transactions.		NR		
PR 2.00	Interface processing passes permanent & one-time deduction changes.		NR		
PR 3.00	Interface processing includes all earnings, pay transactions and deduction transactions.		NR		
PR 4.00	Provide facility to store pay history.		NR		
PR 5.00	Ability to pay by exception or by hours worked.		NR		
PR 6.00	Ability to enter and compute overtime in ¼ hour increments.		NR		
PR 7.00	Ability to pay for different work performed (e.g., override default department and/or job).		NR		
PR 8.00	Ability to override hourly rate as necessary.		NR		
PR 9.00	Ability to maintain multiple pay groups.		NR		
PR 10.00	Ability to handle different work schedules (i.e., emergency medical services (EMS), fire, rescue, police).		NR		
PR 11.00	Ability to support variable pay periods including weekly, biweekly, semi-monthly, quarterly and allow for special payroll runs if necessary.		NR		
PR 12.00	Ability to maintain multiple earnings types.		NR		
PR 13.00	Ability to maintain multiple deduction types.		NR		

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PR 14.00	Ability to accept and process input of miscellaneous employee reimbursable expenses or advances.		NR		
PR 15.00	Types of tax preferential items such as; pre-tax and post-tax benefit deductions, pre-tax & post-tax additional earnings, 403b, 457, other fringe benefits.		NR		
PR 16.00	OT must be flexible (straight time versus a user-defined factor).		NR		
PR 17.00	Ability to automatically calculate the appropriate pay based on earning code(s) and factors.		NR		
PR 18.00	Automatic calculations of retroactive deductions.		NR		
PR 19.00	Allow one-time deduction and earnings overrides.		NR		
PR 20.00	Ability to incorporate non-taxable pay into net (i.e., expenses).		NR		
PR 21.00	Ability to do gross-ups on special pay events (i.e., each individual will receive a \$100 bonus after taxes; therefore, a method is needed to identify these dollars).		NR		
PR 22.00	Ability to dock pay and/or track hours without pay.		NR		
PR 23.00	Inclusion of vacation, sick and any floating holiday or personal day balances on the pay check.		NR		
PR 24.00	Ability to reconcile taxable wages at end of year for W-2 purposes.		NR		
PR 25.00	Ability to maintain special earnings accumulators (i.e., 403B, 457 plans).		NR		
PR 26.00	Ability to calculate imputed income.		NR		
PR 27.00	Ability to maintain Pension Plans (Retirement Plans) and to do projections on an ad hoc basis.		NR		

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PR 28.00	Ability to allow individuals to forward Direct Deposit (to multiple accounts).		NR		
PR 29.00	Ability to buy US Savings Bonds in the names of multiple people.		NR		
PR 30.00	Ability to create credit union tape and handle payment.		NR		
PR 31.00	Ability to handle benefit base salary calculations and submission to VRS.		NR		
PR 32.00	Ability to maintain severance pay plans.		NR		
PR 33.00	Allow salary continuation plan, includes automatic earnings adjustments.		NR		
PR 34.00	The ability to handle the payout for accumulated sick days at retirement based on user-defined formula.		NR		
PR 35.00	Ability for different organizations to have different formats for pay checks and pay advices.		NR		
PR 36.00	Ability to accommodate up to ten garnishments and automatically calculate to ensure maximum percentage of total pay is not exceeded.		NR		
37.00	Ability to handle miscellaneous incentive and award programs.		NR		
PR 38.00	Ability to accommodate and track lump sum bonuses.		NR		
PR 39.00	Multiple salary structure accommodations.		NR		
PR 40.00	Ability to process pay for one employee with multiple jobs.		NR		
PR 41.00	Ability to monitor deduction arrearages (e.g., when employee is not making enough to cover deductions).		NR		

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PR 42.00	Automatic retroactive pay calculation.		NR		
PR 43.00	Ability to track employee tax exemptions.		NR		
PR 44.00	Ability to track changes made to direct deposits.		NR		
PR 45.00	Ability to sort checks by work location and print a list for each location.		NR		
PR 46.00	Integrated human resource and payroll system to remove the need for written notification of benefit changes.		NR		
PR 47.00	Payroll history must include final year-end adjustments.		NR		
PR 48.00	Ability to produce W-2, W-2C (and to reprint single W-2).		NR		
PR 49.00	Ability to produce amended W-2 for multiple years		NR		
PR 50.00	Ability to electronically transmit State of Virginia and Federal tax deposits and payments to benefit providers.		NR		
PR 51.00	Ability to give mass change increases to specific groups of employees.		NR		
PR 52.00	Mechanism for reconciling deductions to G/L.		NR		
PR 53.00	Ability to cut special or immediate checks.		NR		
PR 54.00	Mechanism for handling reversals and corrections.		NR		
PR 55.00	Ability to support variable pay periods (Board Members part time pay)		NR		

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PR 56.00	Ability to pay deductions (US Savings Bonds) through Accounts Payable		NR		
PR 57.00	Ability to print leave accrual rate, leave taken and leave remaining on paychecks and advices.		NR		
PR 58.00	Ability to establish an unlimited number of user-defined leave plans.		NR		
PR 59.00	Ability to enter pay for off-duty activities and activities outside of regular contracted pay and to charge earnings out to different cost centers.		NR		
PR 60.00	Ability to create a mass change for payroll (i.e., 5% increase for everyone).		NR		
PR 61.00	Ability for payroll to update pay calendar and establish parameters before payroll starts (beginning of each new year or as needed during the year).		NR		
PR 62.00	Allow for unlimited earnings and deduction codes.		NR		
PR 63.00	Ability to test new routines (i.e., changes to pay rules or leave accumulators) in a test environment before putting into live payroll.		NR		
PR 64.00	Ability to set up new earnings codes and deductions.		NR		
PR 65.00	Ability to handle different overtime rates.		NR		
PR 66.00	Ability to handle different payroll cycles (semi-monthly and bi-weekly) as well as different work cycle hours (80 versus 112 - fire).		NR		
PR 67.00	Ability to process all types of wage and pending wage attachments including liens, levies, garnishments, child support, etc. from any state and all Federal wage attachments with automatic calculation of disposable earnings.		NR		
PR 68.00	Ability to process multiple garnishments per employee and assign user defined priorities.		NR		
PR 69.00	Ability to calculate and record military supplements (difference between military pay and regular pay) for up to 24 months.		NR		

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PR 70.00	Ability to establish edits for Personnel Action Forms for values that can be edited.		NR		
PR 71.00	Ability to route Personnel Action Forms through workflow for appropriate approval(s).		NR		
PR 72.00	Ability to calculate, produce and print manual (off-cycle) checks through automated processes with appropriate update to the employee record.		NR		
PR 73.00	Provide automated process for canceling checks with input of check number and check date and current effective dated transaction; allow for manual entry of cancelled check if needed.		NR		
PR 74.00	Ability to generate payroll on different cycles for different groups of departments (e.g., some departments are bi-weekly, others get paid on the 15th and last day of month).		NR		
PR 75.00	Ability to process payroll for one organization without closing the files of other organizations.		NR		
PR 76.00	Ability to allow for various means of distributing pay advices, i.e. intranet, internet, printed.		NR		
PR 77.00	Ability to reclassify payroll expenses to different general ledger funds and/or centers through payroll system.		NR		
PR 78.00	Built in general ledger account edits that allow the system to accept only valid general ledger accounts.		NR		
PR 79.00	Ability to allocate employee earnings to various funds and cost centers.		NR		
PR 80.00	Ability to automatically change pay rate when a substitute changes from short-term to long-term (by substituting for 20 straight days).		NR		
PR 81.00	Ability to process a bonus or other additional monetary award either as a separate check or on regular payroll check, at the option of the department.		NR		
PR 82.00	Ability to accommodate non-discretionary incentive pay (which could be non-cash) and utilize cash equivalent to recalculate overtime calculation over period for which incentive pay was received.		NR		
PR 83.00	Ability to manage all COBRA functions, including employee payments for benefit continuation.		NR		

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PR 84.00	Ability to monitor coverage and payments for continued health insurance coverage for retired employees and COBRA participants.		NR		
PR 85.00	Capability to maintain balances by month, quarter, fiscal year, calendar year or specified time period.		NR		
PR 86.00	Easy maintenance of system parameters, calendar set-up, pay schedule set-up, benefit tables, wage attachment tables, leave tables, tax tables, etc.		NR		
PR 87.00	Ability to accommodate system updates, which include but are not limited to tax updates, changes required by state and Federal laws.		NR		
PR 88.00	Ability to produce Workers' Compensation wages		NR		
PR 89.00	Ability to produce checks for students at less than minimum wage, with no tax deductions, during the regular payroll cycle.		NR		
PR 90.00	Ability to handle all aspects of FLSA unique to local government and Schools (i.e., fire, police, sheriff, piecework, etc.)		NR		
PR 91.00	Ability to handle direct deposit reversals		NR		
PR 92.00	Ability to handle FMLA record keeping		NR		
PR 93.00	Ability to reconcile full-time and part-time benefits		NR		
PR 94.00	Ability to track leave-without pay		NR		
PR 95.00	Ability to track flexible spending accounts (FSA)		NR		
PR 96.00	Ability to reconcile all deductions		NR		
PR 97.00	Ability to run pay calculations as a "proof" run for review prior to final pay run.		NR		

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	Reporting/Queries				
PR 98.00	Ability to produce a state compensation report on a quarterly basis, summarizing salaries paid by job class at various levels of detail.		NR		
PR 99.00	Ability to review select salary history.		NR		
PR 100.00	Produce edit reports of all payroll adjustments.		NR		
PR 101.00	Produce reports (i.e., deduction registers, insurance reports, VRS reports, gross-to-net, FICA wages, etc.)		NR		
PR 102.00	Ability to produce leave report that tracks leave taken, leave remaining stated in hours and/or days, and calculate the potential cost (liability) of leave balances.		NR		
PR 103.00	Ability to report monthly leave history by department, employee, job class, etc.		NR		
PR 104.00	Ability to run reports sorting by any system field or combination of fields (i.e., rate codes, job titles, location.)		NR		
PR 105.00	Ability to export data for employee earnings that need to be billed to other organizations.		NR		
PR 106.00	Ability to receive edit reports on those department that were able to key directly into time & attendance.		NR		
PR 107.00	Ability to generate letter to individuals when COBRA payment is late.		NR		
PR 108.00	Ability to produce data for OSHA Occupational Injury Report (OMB 1220-0045).		NR		
PR 109.00	Ability to produce data for the Virginia Workers' Comp Report		NR		
PR 110.00	Ability to produce savings bond reports		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PR 111.00	Ability to handle credit union reports and payments		NR		
PR 112.00	Ability to produce a report showing FICA wages, by individual and in total		NR		
PR 113.00	Ability to provide Risk Management with wage summaries for employees with workers' compensation claims		NR		
PR 114.00	Ability to provide a list of all checks printed by location		NR		
PR 115.00	Ability to print checks and direct deposit advices together by various sort options. (By Dept)		NR		
PR 116.00	Ability to create reports sorted by account distribution		NR		
PR 117.00	Comply with Federal and State payroll tax reporting requirements		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
	GENERAL REQUIREMENTS				
TECH 1.00	System has fully integrated suites/modules/applications.		NR		
TECH 2.00	System has one common relational database.		NR		
TECH 3.00	Software uses workflow to electronically route documents.		NR		
TECH 4.00	All System suites/modules/applications support workflow.		NR		
TECH 5.00	System features role-based security to frame access.		NR		
TECH 6.00	All suites/modules/applications can be accessed with one universal sign-in or log-in.		NR		
TECH 7.00	System is table-driven with online screens to control parameters.		NR		
TECH 8.00	All System suites/modules/applications allow for effective-dated transactions.		NR		
TECH 9.00	All System suites/modules/applications allow for effective-dating for table updates.		NR		
TECH 10.00	System is 100% Web Enabled.		NR		
TECH 11.00	System will interface with the County's LaserFiche Imaging applications.		NR		
TECH 12.00	System has the capability to provide access to selected audiences with a secure single-sign-on to proposed system wide information and business functions in a personalized format over the intranet and internet.		NR		
TECH 13.00	System has the capability to allow a single-sign-on by County staff to access enterprise wide business applications over the Intranet using Active Directory.		NR		
TECH 14.00	System has the capability to allow County staff, citizens, customers, and businesses to exchange data and process transactions via the internet.		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
TECH 15.00	System supports XML Web Services		NR		
TECH 16.00	System receives information using EDI X12 formats		NR		
TECH 17.00	System produces information using EDI X12 formats.		NR		
TECH 18.00	System supports credit card processing as tender for services and/or products.		NR		
TECH 19.00	System interfaces with the County's E-mail software, MS Outlook, and Exchange Server.		NR		
TECH 20.00	System provides software for analytical processing for the purpose of determining ratios, process statistics, cumulative totals, and trends.		NR		
TECH 21.00	Systems meets ADA requirements in terms of Web presentation.		NR		
TECH 22.00	System architecture is compatible with:				
TECH 22.01	Portal Technology		NR		
TECH 22.02	XML		NR		
TECH 22.03	Web Services		NR		
TECH 22.04	Wireless Access		NR		
TECH 22.05	Graphical User Interface (GUI)		NR		
TECH 22.06	Enterprise Workflow		NR		
TECH 22.07	Data Base Server(s)		NR		

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TECH 22.08	Application Server -Enterprise		NR		
TECH 22.09	Web Server		NR		
TECH 22.10	Report Server - Enterprise		NR		
TECH 22.11	IIS (Internet Information Server)		NR		
TECH 23.00	System will be compliant with the Server 2003 family when released on the market.		NR		
TECH 24.00	System Toolsets will accommodate the following:				
TECH 24.01	Database maintenance (performance and tuning)		NR		
TECH 24.02	Report design		NR		
TECH 24.03	Security administration - Internal System		NR		
TECH 24.04	Security administration - Internet		NR		
TECH 24.05	Security administration - Wireless Access		NR		
TECH 24.06	End-user interface design		NR		
TECH 24.07	System upgrade support and tools		NR		
TECH 24.08	API Maintenance		NR		
TECH 24.09	OLAP Maintenance		NR		

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TECH 24.10	Archiving/purging of data		NR		
TECH 24.11	System performance and utilization monitoring		NR		
TECH 24.12	System statistics and audit reporting		NR		
TECH 24.13	Trace database access chains		NR		
TECH 24.14	Data conversion Tools		NR		
TECH 24.15	System install tools or software for installs across all landscapes		NR		
TECH 24.16	Workflow design		NR		
	DESKTOP				
TECH 25.00	System runs on the following desktop Operating System configurations:				
TECH 25.01	Windows 95		NR		
TECH 25.02	Windows 98		NR		
TECH 25.03	Windows NT		NR		
TECH 25.04	Windows 2000		NR		
TECH 25.05	Windows XP (or latest version)		NR		

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TECH 26.00	System can be accessed through these browsers:				
TECH 26.01	Internet Explorer 6.0 and above		NR		
TECH 26.02	Netscape 6.0 and above		NR		
TECH 27.00	Software is easily deployed to desktops through push or pull software to the desktop if client required.		NR		
	DATABASES				
TECH 28.00	Proposed System runs on the following DBMS:				
TECH 28.01	Oracle 9i or higher		NR		
TECH 28.02	SQL Server 2000 or higher		NR		
TECH 28.03	DB2 Release 7 or higher		NR		
TECH 29.00	Provides support for load balancing.		NR		
TECH 30.00	Provides ability to effective date table entries, either individual updates or file/batch updates.		NR		
TECH 31.00	Provides user-definable fields with the ability to update the global data dictionary with these fields.		NR		
TECH 32.00	User-defined fields are included in migration paths during software upgrades.		NR		
TECH 33.00	Data model documentation for accommodating user-defined fields is included as part of upgrade strategy.		NR		

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TECH 34.00	Provides method to access archived data when system architecture changes as a result of software upgrade.		NR		
TECH 35.00	Purges records upon request for records within a user-defined time and criteria.		NR		
TECH 36.00	Provides the following purge functionality:				
TECH 36.01	Validates integrity of database before and after purge		NR		
TECH 36.02	Identifies orphaned records (e.g. records that do not have parent values)		NR		
TECH 37.00	Archives items on microfiche or on some other form of archive storage.		NR		
TECH 38.00	Lists all records included in purge.		NR		
	DEVELOPMENT AND CUSTOMIZATION				
TECH 39.00	Allows for separate, complete duplication of the software across the production system and multiple development and test landscapes.		NR		
TECH 40.00	Supports the following additions to the database:				
TECH 40.01	Ability to create new County tables		NR		
TECH 40.02	Ability to create new County fields		NR		
TECH 41.00	Security can be defined for:				
TECH 41.01	New County defined tables		NR		
TECH 41.02	New County defined fields		NR		

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TECH 42.00	Allows for identification/reporting of new County defined tables.		NR		
TECH 43.00	Allows for identification/reporting of new County defined fields.		NR		
TECH 44.00	Includes new County defined tables in upgrade path.		NR		
TECH 45.00	Includes new County defined fields in upgrade path.		NR		
TECH 46.00	Provides ability to hide and/or delete screen fields with appropriate security.		NR		
TECH 47.00	Provides ability to load new forms via menus or buttons.		NR		
TECH 48.00	Retains customizations made without changes to source code across upgrades to new versions of the software.		NR		
	DATA ENTRY				
TECH 49.00	Provides immediate transfer of values from "Pop up" tables to the appropriate field when selected and proceeds to the next entry field.		NR		
TECH 50.00	Allows complete validation and editing of data at the point of entry (on-line or batch) based on user defined criteria (e.g., transactions, tables, archived records, transaction status, etc.).		NR		
TECH 51.00	Validations for data entry include related fields.		NR		
TECH 52.00	Provides simple keystrokes for rapid data entry.		NR		
TECH 53.00	System supports "hot key" which allows for copying of data from other areas of input.		NR		
TECH 54.00	Allows both online and batch entry of data.		NR		

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TECH 55.00	Performs updating from external batch sources (e.g., other application systems).		NR		
TECH 56.00	Utilizes paperless system and workflow technology (at least 10 levels) for user entry with electronic approval levels and full editing.		NR		
TECH 57.00	Uses single entry to update all affected tables and indexes.		NR		
TECH 58.00	Provides transaction processing controls and edits for entered transactions.		NR		
TECH 59.00	End-user screens contain triggers to additional data screens based on a specific data input.		NR		
TECH 60.00	Allows mass changes or deletes by table-driven data through proper security.		NR		
TECH 61.00	Validates mass data entered in batch form.		NR		
TECH 62.00	Provides a consistent user interface across all components, including:				
TECH 62.01	Consistent function keys		NR		
TECH 62.02	Screen naming functions		NR		
TECH 62.03	Navigation patterns		NR		
TECH 62.04	Menus (as defined by security profile.)		NR		
TECH 63.00	Stores and saves user profile preferences:				
TECH 63.01	Font		NR		

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TECH 63.02	Colors		NR		
TECH 63.03	Column and field location		NR		
TECH 63.04	Workspace		NR		
TECH 64.00	Data entry options available are based on security definitions for each user.		NR		
	INPUT DEVICES				
TECH 65.00	Supports gathering information from the following input devices such as:				
TECH 65.01	Keyboard		NR		
TECH 65.02	Mouse		NR		
TECH 65.03	Digital Imaging Devices		NR		
TECH 65.04	Touch screen		NR		
TECH 65.05	Scanner		NR		
TECH 65.06	Fax		NR		
TECH 65.07	OCR Devices		NR		
TECH 65.08	Bar code font reader		NR		
TECH 65.09	Form Template		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
TECH 65.10	MICR		NR		
TECH 65.11	PDA		NR		
TECH 65.12	Phone (IVR or touchtone)		NR		
TECH 65.13	CD-ROM		NR		
TECH 65.14	Magnetic tape		NR		
	JOB SCHEDULING AND PROCESSING				
TECH 66.00	Has the ability to control priority of the batch process based on multiple user defined criteria.		NR		
TECH 67.00	Controls job start time.		NR		
TECH 68.00	Controls job by transaction type.		NR		
TECH 69.00	Sequences multiple jobs based on user defined rules.		NR		
TECH 70.00	Provides system-wide calendar which can be updated on-line by the user to schedule processing or control processing parameters.		NR		
TECH 71.00	Provides various program checks for controlling data files, verifying correct processing, and ensuring data integrity, such as record counts, totals, limit checks, and dollar totals.		NR		
TECH 72.00	Provides automatic reconciliation of all exported/imported data.		NR		
	REPORTING				

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
TECH 73.00	Provides multimedia report output (central printers, screen, data file, CD ROM, DVD, Internet, PDF, etc.).		NR		
TECH 74.00	Provides for direct access to data via ODBC.		NR		
TECH 75.00	Allows for drill down to see detail behind the numbers in a report.		NR		
TECH 76.00	Allows for drill around across business functions/modules.		NR		
TECH 77.00	Provides Administrator-defined limits on the time a report or query takes to execute and the number of records to be retrieved.		NR		
TECH 78.00	Provides reports on user production statistics by user ID.		NR		
TECH 79.00	Vendor proposed OLAP/ad hoc tool provides the reporting capability of Crystal Reports, Data Dynamics, or a comparable product.		NR		
TECH 80.00	Provides query searching capabilities that can be used:				
TECH 80.01	To perform mass updates		NR		
TECH 80.02	With on-line screen searching		NR		
TECH 80.03	To perform free-form text searching		NR		
TECH 80.04	With full "if..then..else"logic		NR		
TECH 80.05	On-line, real-time reporting and query capability		NR		
TECH 81.00	Uses smart queries such as "Ask Jeeves" technology.		NR		

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TECH 82.00	Reports on any field or combination of fields held in the database.		NR		
TECH 83.00	Provides for processing reports in batch.		NR		
TECH 84.00	Provides ability for the end-user to view print progress of any report.		NR		
TECH 85.00	Provides ability to schedule and view print time for batch printing.		NR		
TECH 86.00	Provides user the ability to specify number of copies of report to be printed.		NR		
TECH 87.00	Users can print a range of pages.		NR		
TECH 88.00	Provides end-users the ability to create & generate ad-hoc reports.		NR		
TECH 89.00	Allows ad-hoc report/query definitions to be stored in private folders.		NR		
TECH 90.00	Allows ad-hoc report/query definitions to be stored in public libraries.		NR		
TECH 91.00	Uses a report distribution manager.		NR		
TECH 92.00	Provides ability to link from reporting tool to graphic, spreadsheet and presentation applications.		NR		
TECH 93.00	Provides ability to create reports with defined calculations.		NR		
TECH 94.00	Provides the ability to create graphs with database fields.		NR		
TECH 95.00	Has the ability to export the data to a spreadsheet application for manipulation and/or reporting of data.		NR		

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TECH 96.00	Allows report output to be routed to an external database.		NR		
TECH 97.00	Allows report output to be routed to word processing software.		NR		
TECH 98.00	Allows for merged word processor reports to be edited and saved directly.		NR		
TECH 99.00	Allows report output to be routed to spreadsheet, PDF, Internet.		NR		
TECH 100.00	Allows report output to be routed to ASCII files.		NR		
TECH 101.00	Provides print preview capability.		NR		
TECH 102.00	Print preview contains fit to screen capability.		NR		
TECH 103.00	Provides the ability to report on any user-defined date or date range.		NR		
TECH 104.00	Reports include user-defined control breaks and number of print lines per page limits.		NR		
TECH 105.00	Reports can include end-user defined headings and borders.		NR		
TECH 106.00	Provides flexibility to users to indicate round numbers (or not) in report.		NR		
TECH 107.00	Allows users to sort report by any field within the report.		NR		
TECH 108.00	Allows users to define a sort order for reports.		NR		
TECH 109.00	Provides the ability to create & print reports on special forms.		NR		

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TECH 110.00	On-line real-time reporting and query capability with the ability to reference a data dictionary.		NR		
TECH 111.00	On-line real-time reporting and query capability which allows on-line viewing of ledgers, documents, tables, and records without exiting from the processing environment.		NR		
TECH 112.00	Provides ability to create reports that can suppress or print information based on logical operations on data fields.		NR		
TECH 113.00	Provides ability to create reports which can carry totals forward from one report to another.		NR		
TECH 114.00	Allows end-users to modify report queries on-line.		NR		
	ERROR METHODOLOGIES				
TECH 115.00	Error messages appear in a consistent format across all system modules, for both batch and on-line processing. Specifically, error messages have like codes, text and screen locations.		NR		
TECH 116.00	Error messages are integrated with on-line help function.		NR		
TECH 117.00	Provides an editable suspense file for rejected batch transactions.		NR		
TECH 118.00	Provides an editable suspense file for rejected or unposted on-line transactions.		NR		
TECH 119.00	Provides the capability of producing error statistics by source.		NR		
TECH 120.00	Errors from bad print jobs are re-queued and re-printed automatically.		NR		
	SECURITY AND AUDIT CAPABILITIES				
TECH 121.00	Provides ability to suppress confidential screens and/or fields in compliance with HIPPA confidentiality requirements.		NR		

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TECH 122.00	Sensitive data is encrypted when accessed over the Web.		NR		
TECH 123.00	Default security settings are set to the most restrictive level.		NR		
TECH 124.00	Supports PKI and Digital Signature technology to handle e-commerce solutions.		NR		
TECH 125.00	Provides the following password management functionality:		NR		
TECH 125.01	Password length is a user-defined number of positions		NR		
TECH 125.02	Password aging has a user-defined maximum number of days		NR		
TECH 125.03	Password reuse minimum tracking through a user-defined number of times		NR		
TECH 125.04	Password lock-out after user-defined number of failed attempts		NR		
TECH 125.05	Unsuccessful logon attempts are recorded by system and retained for a user defined period of time.		NR		
TECH 125.06	Issues an alert to the end-user and notifies the System Administrator after a specified number of unauthorized log on attempts.		NR		
TECH 125.07	Passwords can be reset/deleted by security and system administrators		NR		
TECH 125.08	Passwords can be changed by users if access password is correct.		NR		
TECH 125.09	Passwords can be alphanumeric, numeric and/or alphanumeric characters as required by security administrator		NR		
TECH 125.10	Passwords can be case sensitive if required		NR		

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TECH 126.00	Provides Version Control automated tools for tracking, reporting, and logging change activity.		NR		
TECH 127.00	Automated tracing and control of any required Software Distribution processes.		NR		
TECH 128.00	Allows elimination of unnecessary system services that may cause security risks.		NR		
TECH 129.00	Documented process for security incident handling of patches or fixes for known security or system vulnerabilities.		NR		
TECH 130.00	Documented Reconciliation routines (checksums, hash totals, record counts) utilized by the system.		NR		
TECH 131.00	Provides edits to detect tampering, errors and omissions.		NR		
TECH 132.00	Appropriate protection of any system or application Access scripts.		NR		
TECH 133.00	Provides emergency and temporary access to system components or resources for problem resolution.		NR		
TECH 134.00	Provides ability to define User Access Groups based on job responsibilities to ensure separation of duties.		NR		
TECH 135.00	Provides for non-display passwords.		NR		
TECH 136.00	Ensures transmittal of passwords using secure protocols/algorithms.		NR		
TECH 137.00	Provides ability to disconnect or lockout workstations during designated periods of inactivity.		NR		
TECH 138.00	Audit trails that provide a trace of user actions with Automated tools to review audit trails.		NR		
TECH 139.00	Supports industry acceptable SSL, S-HTTPS Secure Encryption.		NR		

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TECH 140.00	Supports industry acceptable Wireless Security protocols.		NR		
TECH 141.00	Supports industry acceptable e-Commerce (EFT, SET, etc) security protocols for processing financial transactions online.		NR		
TECH 142.00	Security supports personalization of Internet, Extranet and Intranet enabled applications.		NR		
TECH 143.00	Portal Tool supports Single Sign-on capabilities to provide customized presentation splash screen based upon the consumer(s) of Internet, Extranet and Intranet enabled applications.		NR		
TECH 144.00	Supports industry acceptable security controls of Internet, Extranet and Intranet enabled applications.		NR		
TECH 145.00	Deletes user logon id after system administrator defined time of inactivity.		NR		
TECH 146.00	Prohibits concurrent logon Ids.		NR		
TECH 147.00	Provides security levels for the following:				
TECH 147.01	enterprise		NR		
TECH 147.02	schools and government		NR		
TECH 147.03	division		NR		
TECH 147.04	department		NR		
TECH 147.05	section within department		NR		
TECH 147.06	role or group		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
TECH 147.07	person id or user id		NR		
TECH 147.08	ip address		NR		
TECH 147.09	screen, menu		NR		
TECH 147.10	report		NR		
TECH 147.11	database table		NR		
TECH 147.12	column		NR		
TECH 147.13	job function		NR		
TECH 147.14	element in chart of accounts (grants, projects)		NR		
TECH 147.15	each field in the chart of accounts		NR		
TECH 147.16	transaction type		NR		
TECH 147.17	document type		NR		
TECH 148.00	Sets security profile to define personnel authorized to:				
TECH 148.01	Log on		NR		
TECH 148.02	Add data		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
TECH 148.03	Delete data		NR		
TECH 148.04	Change data		NR		
TECH 148.05	View data		NR		
TECH 148.06	Approve data		NR		
TECH 149.00	Accommodates centralized (one security administrator) security.		NR		
TECH 150.00	Accommodates de-centralized (department security administrators overseen by central security administrator) security.		NR		
TECH 151.00	Provides ability to view or obtain security reports showing:				
TECH 151.01	Authorized system use		NR		
TECH 151.02	Unauthorized system use		NR		
TECH 151.03	Security profiles by user		NR		
TECH 151.04	Security breaches or attempts		NR		
TECH 152.00	Provides the ability to predefine, based on job function and role, a security profile and assign individuals to such profiles.		NR		
TECH 153.00	Provides for multiple security profiles to a single user.		NR		
TECH 154.00	Generates warning message to notify administrator if multiple security profiles applied to a single user are conflicting. Such instances should be recorded by system.		NR		

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TECH 155.00	Provides the ability to view log files on-line for all changes, deletions, and additions including:				
TECH 155.01	Date / time stamp		NR		
TECH 155.02	User id		NR		
TECH 155.03	Specific input device		NR		
TECH 156.00	Provides record or file encryption using DES standards .		NR		
TECH 157.00	Provides e-commerce security including customer authentication and encryption to protect customer data.		NR		
TECH 158.00	Provides the ability to restrict remote downloading.		NR		
TECH 159.00	Authenticates users with a single password.		NR		
	INTERFACES				
TECH 160.00	Interfaces with popular desktop applications (e.g., Microsoft Office).		NR		
TECH 161.00	Provides standard interface for document management software, such as LaserFiche.		NR		
TECH 162.00	Provides standard interface with imaging hardware and software.		NR		
TECH 163.00	Interfaces with Outlook and Exchange Server.		NR		
TECH 164.00	Interfaces with a wide variety of printers and print servers.		NR		

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TECH 165.00	Interfaces with a wide variety of mass-storage devices.		NR		
TECH 166.00	Interfaces with fax software.		NR		
TECH 167.00	Provides interface to telephony and IVR systems.		NR		
TECH 168.00	Supports use of an interface engine.		NR		
TECH 169.00	Provides interfaces to the County's GIS system.		NR		
	HELP SYSTEM CAPABILITY				
TECH 170.00	Provides on-line help features for all screen elements (screen errors and error codes).		NR		
TECH 171.00	Provides a context-sensitive help feature.		NR		
TECH 172.00	Provides a user customizable help feature.		NR		
	DOCUMENTATION CAPABILITY				
TECH 173.00	Provides up-to-date end-user manuals which contain clear and thorough descriptions of all screen and batch processing functions, screen data, reporting, programs, and any processing parameters.		NR		
TECH 174.00	Provides on-line documentation for users.		NR		
TECH 175.00	On-line documentation contains search function.		NR		
TECH 176.00	Provides user manuals on cd-rom.		NR		

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TECH 177.00	Provides comprehensive technical system documentation and technical manuals (geared to information systems personnel) including:				
TECH 177.01	Program descriptions		NR		
TECH 177.02	Screen definitions and descriptions		NR		
TECH 177.03	Database definitions, logical data model, and record layouts		NR		
TECH 177.04	Systems Operations		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
	GENERAL ASSET MANAGEMENT REQUIREMENTS				
AM 1.00	System integrates with General Ledger, Accounts Payable, Purchasing, , Project/Grant Accounting, Cost Accounting, and Human Resources modules to support the recording of capitalized assets related to all funds that purchase assets.		NR		
AM 2.00	System supports the new financial reporting requirements of Statement No. 34: Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments, including reporting, but not limited to the extent which the County invests in capital assets, including land, buildings and improvements, equipment, and infrastructure assets.		NR		
AM 3.00	System provides for online entry and maintenance of fixed asset records, and properly accounts for assets in accordance with County's chart of accounts (i.e., by fund, department, organization, program, etc.).		NR		
AM 4.00	System maintains pertinent data on both capitalized and non-capitalized assets which can be either portable or non-portable as follows:				
AM 4.01	- Capitalize assets based upon a user-specified amount threshold by asset type (per County's Capitalization Policy)		NR		
AM 4.02	- Track assets (non-capitalized equipment) that are not to be capitalized per County policy but have been deemed to be secured by County or department policy (e.g., mobile phones). (future requirement)		NR		
AM 5.00	System technical design allows for modification of asset capitalization and control rules per County and department policy as necessary, (i.e., no hard coding of rules).		NR		
AM 6.00	At a minimum, System provides the following Asset Management functionality:				
AM 6.01	- Additions		NR		
AM 6.02	- Changes		NR		
AM 6.03	- Deletions/Disposals/Partial Disposals/Theft		NR		
AM 6.04	- Reverse previous transactions, including depreciation		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 6.05	- Transfers/Partial Transfers		NR		
AM 6.06	- Inquires		NR		
AM 6.07	- Depreciation (choice of methods and conventions)		NR		
AM 6.08	- Amortization (of leases) (future requirement)		NR		
AM 7.00	System security is able to limit the Asset Management functions based on the access granted to users by each department.		NR		
AM 8.00	System provides the ability to generate "mass" asset transactions (such as mass additions, mass disposals, mass transfers, and mass changes) by user-defined criteria, with proper security/authority.		NR		
AM 9.00	System supports a physical location hierarchy (i.e., parent/child relationship) of at least six (6) levels. For example, (1) a parcel of land can have multiple buildings on it, and each building can have multiple rooms, etc., and (2) a piece of equipment can be comprised of multiple component levels. (future requirement)		NR		
AM 10.00	System provides the ability to link accounting activity (e.g., inventory movement, depreciation, etc.) relating to a room(s) in a building and its contents to a cost center (see requirements above regarding parent/child relationships and integration with Inventory module). (future requirement)		NR		
AM 11.00	System supports Geographic Information Systems (GIS) technology for locating and tracking assets. (future requirement)		NR		
AM 12.00	System provides the ability to interface with a document management database system.		NR		
AM 13.00	System provides the ability to attach electronic documents (including photos) to an asset record.		NR		
AM 14.00	System provides integration between the Asset Management module and the Project Management module.		NR		
AM 15.00	System provides for integration between the General Ledger module and Asset Management module to identify expenditure transactions as capitalized assets when items meet user-defined criteria. One example: capitalize if greater than \$5,000 and controlled by a specific GL account.		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 16.00	System provides the ability to specify an effective/posting date for all transactions as long as the associated accounting period is still open (transactions can only be applied to open fiscal periods).		NR		
AM 17.00	System provides the ability to easily maneuver between fields and screens used by the County and/or disable fields and screens not used by the County.		NR		
AM 18.00	System provides for the capture of transactions and balances for a minimum of three prior fiscal years (historical data) without impacting current year balances or reporting		NR		
	ASSET ADDITIONS AND MAINTENANCE				
AM 19.00	System is fully integrated with General Ledger and Purchasing modules to carry forward relevant purchasing, descriptive, invoice and accounting information as a starting point for recording the asset		NR		
AM 20.00	System is fully integrated with Accounts Payable modules to record/update actual cost of an asset which reflects discounts, freight, sales tax, and any variances to estimated price from the original purchase order.		NR		
AM 21.00	System tracks minimally the following categories of assets:				
AM 21.01	- Land		NR		
AM 21.02	- Buildings		NR		
AM 21.03	- Improvements		NR		
AM 21.04	- Equipment		NR		
AM 21.05	- Furniture and fixtures		NR		
AM 21.06	- Vehicles		NR		
AM 21.07	- Trailers		NR		
AM 21.08	- Capitalized leases		NR		

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AM 21.09	- Construction in progress		NR		
AM 21.10	- Infrastructure		NR		
AM 21.11	- Other user-defined categories		NR		
AM 22.00	Support multiple asset types including, but not limited to:				
AM 22.01	- Leased		NR		
AM 22.02	- Non-capitalized		NR		
AM 22.03	- Capital project		NR		
AM 22.04	- Purchased new		NR		
AM 22.05	- Purchased used		NR		
AM 22.06	- Donated		NR		
AM 22.07	- Lease-Purchase		NR		
AM 22.08	- Grants		NR		
AM 22.09	- Property & Evidence transferred to the department as assets.		NR		
AM 22.10	- Other as defined by users.		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 23.00	System provides a table to be used for establishing and associating standard asset descriptive data for all assets. The standard asset descriptive data from this table reduces and standardizes data entry and reporting. The descriptions are displayed via a "pop-up" list with cursor sensitive select ability. The standard descriptions are table-driven and user-maintainable.		NR		
AM 24.00	System allows for a free-form narrative long description of each asset item.		NR		
AM 25.00	System allows for identification of users of assets, in addition to recording property custodian.		NR		
AM 26.00	System is able to automatically create and assign an asset number to a single item or multiple items based on rules and parameters established by the County. System also provides the ability to assign an asset number manually.		NR		
AM 26.01	- System provides a unique asset number to each item entered into system as an asset to be tracked.		NR		
AM 26.02	- System prevents use of duplicate asset numbers except for component asset numbers in which a suffix is used.		NR		
AM 27.00	System provides the ability to track all transactions affecting the value of an asset by original source document number and date, and the module and application in which the transaction originated. It also provides the ability to drill down from a fixed asset field back to those original documents.		NR		
AM 28.00	System allows the ability to change the asset number/reference and retain all associated information and history.		NR		
AM 29.00	System maintains detailed property information required to identify, properly account for, and safeguard all assets, including (but not limited to) the following:				
AM 29.01	- Asset Number		NR		
AM 29.02	- Property tag number (inventory control number)		NR		
AM 29.03	- User Defined Fields (at least 15)		NR		
AM 29.04	- Location Segments (up to four)		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 29.05	- Supervisorial District		NR		
AM 29.06	- Multiple owner departments by user defined ownership percentages.		NR		
AM 29.07	- Funding sources (multiple)		NR		
AM 29.08	- Chart of Account distribution		NR		
AM 29.09	- Department ID		NR		
AM 29.10	- Requisition number		NR		
AM 29.11	- Purchasing Order Number		NR		
AM 29.12	- Asset acquisition date		NR		
AM 29.13	- Asset acquisition source code (user-defined)		NR		
AM 29.14	- In-service date		NR		
AM 29.15	- Asset condition		NR		
AM 29.16	- Property Type (real or personal)		NR		
AM 29.17	- Delivery Date		NR		
AM 29.18	- Check Number		NR		
AM 29.19	- Asset status (e.g., inactive)		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 29.20	- Unit Cost/Value (future requirement)		NR		
AM 29.21	- Value basis (future requirement)		NR		
AM 29.22	- Trade-in Credit		NR		
AM 29.23	- Asset Classification Code (user-defined) with multiple sub-class codes.		NR		
AM 29.24	- Insured value/insurance information (future requirement)		NR		
AM 29.25	- Vendor Number, Name		NR		
AM 29.26	- Asset descriptive information		NR		
AM 29.27	- Manufacturer Number, Name (future requirement)		NR		
AM 29.28	- Model Year		NR		
AM 29.29	- Model number		NR		
AM 29.30	- Operator ID (future requirement)		NR		
AM 29.31	- Contact Information		NR		
AM 29.32	- Serial number		NR		
AM 29.33	- License number (if applicable)		NR		
AM 29.34	- Employee name (as established in human resources module) for employee to which asset is assigned to (if applicable) (future requirement)		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 29.35	- Employee number (as established in human resources module) for employee to which asset is assigned to (if applicable) (future requirement)		NR		
AM 29.36	- Driver license number of the County employee asset is assigned to (if applicable) (future requirement)		NR		
AM 29.37	- Warranty/maintenance information (future requirement)		NR		
AM 29.38	- Maintenance Company (future requirement)		NR		
AM 29.39	- Function Code		NR		
AM 29.40	- Disposal information		NR		
AM 29.41	- Lease asset information (if applicable) (future requirement)		NR		
AM 29.42	- Estimated Useful Life		NR		
AM 29.43	- Replacement Cost – This field can be updated as needed by users (future requirement)		NR		
AM 29.44	- Depreciation Schedule (Method and Life)		NR		
AM 29.45	- Depreciation Convention (Beginning of Month, Half-Year, Mid-Month, etc.)		NR		
AM 29.46	- Finance Code (I.e. County purchased, grant, donation, etc.)		NR		
AM 29.47	- Meter reading (future requirement)		NR		
AM 29.48	- Meter reading date (future requirement)		NR		
AM 29.49	- Budget Year (from which asset was purchased)		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 30.00	System is able to link component units (parent/child relationship) whereby each component maintains a financial life of its own. (future requirement)		NR		
AM 31.00	System provides an audit trail of all changes made to asset records.		NR		
AM 32.00	System provides the ability to adjust original cost/value at any time, irrespective of fiscal year boundaries.		NR		
AM 33.00	System provides for the addition and maintenance of assets obtained through non-expenditure transactions (e.g., gifts, donations, eminent domain).		NR		
AM 34.00	System is able to copy an asset record to create a similar asset record.		NR		
AM 35.00	Users are able to correct discrepancies in asset records by overriding initially loaded information (received from other integrated modules) with proper authorization.		NR		
AM 36.00	In addition to asset information listed previously, system maintains detailed property information required to identify, properly account for, and safeguard County lands, including (but not limited to) the following:				
AM 36.01	- Legal description per survey		NR		
AM 36.02	- Property's full address		NR		
AM 36.03	- Acquisition information		NR		
AM 36.04	- Number of acres		NR		
AM 36.05	- Fair market value (future requirement)		NR		
AM 36.06	- Deed information		NR		
AM 36.07	- Special Improvement District tax information (future requirement)		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 36.08	- Options to purchase property (future requirement)		NR		
AM 36.09	- Geographic Information System technology location (latitude and longitude)		NR		
AM 36.10	- Other user-defined fields		NR		
AM 37.00	System provides the ability to record insurance information including: (future requirement)				
AM 37.01	- Insurance company name (future requirement)		NR		
AM 37.02	- Insurance company address (future requirement)		NR		
AM 37.03	- Insurable value (future requirement)		NR		
AM 37.04	- Policy number (future requirement)		NR		
AM 37.05	- Policy period (term) (future requirement)		NR		
AM 37.06	- Type of coverage (future requirement)		NR		
AM 37.07	- Liability limits (future requirement)		NR		
AM 37.08	- Premium (future requirement)		NR		
AM 37.09	- Other User-defined fields (future requirement)		NR		
AM 38.00	During mass additions process, user can split asset record entries for identical items and then assign separate asset numbers (e.g., purchase of 20 identical personal computers).		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 39.00	System provides the ability to transfer fixed assets, including partial transfers, within or between locations/organizations at the individual asset level and to generate the appropriate accounting entries for cost and accumulated depreciation, with an audit trail.		NR		
AM 40.00	System provides the ability to accommodate workflow approval of the transfer of assets.		NR		
AM 41.00	System provides the ability to maintain information about the condition of the asset (e.g., good, idle, obsolete, broken, etc.)		NR		
AM 42.00	System supports multiple organization asset ownership for each property item. (Many organization units or funds may finance an asset)		NR		
AM 43.00	System tracks assets purchased with various funding sources (i.e. grants).		NR		
	ASSET DISPOSITION, RETIREMENT, AND THEFT				
AM 44.00	System can generate either financial or memo transactions to the General Ledger module to reflect the financial impact of asset dispositions, and should automatically compute the gain/loss or deferred gain/loss associated with a disposal.		NR		
AM 45.00	System allows for recording of the following information related to disposals, trade-ins, missing, lost, or stolen assets:				
AM 45.01	- Asset number		NR		
AM 45.02	- Reporting individual (future requirement)		NR		
AM 45.03	- Date of occurrence or date first noticed missing (future requirement)		NR		
AM 45.04	- Description of circumstances surrounding the disappearance/disposition (future requirement)		NR		
AM 45.05	- Steps taken to locate item (future requirement)		NR		
AM 45.06	- Disposal date		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 45.07	- Disposal amount		NR		
AM 45.08	- Disposal method		NR		
AM 45.09	- Disposal type		NR		
AM 45.10	- Proceeds, if any		NR		
AM 45.11	- Like-Kind exchange, if applicable		NR		
AM 46.00	System provides the ability to track replacement needs for assets. Tracks estimated useful life and provides electronic notification to users when useful life threshold is nearing. (future requirement)		NR		
AM 47.00	Ability to allow the application of indices and/or factors to historical costs to asset(s) to update the replacement cost data. (future requirement)		NR		
AM 48.00	System records grant asset dispositions and proceeds of sales which integrate with the Grants Management module.		NR		
AM 49.00	Attach grant expiration date to asset and notify users when expiration date is imminent.		NR		
AM 50.00	System provides the ability to flag assets with disposal restrictions and display the restriction message for user handling (e.g., federal grant items that must be returned to the federal government)		NR		
AM 51.00	System provides the ability to accommodate workflow approval of the disposal of assets.		NR		
	DEPRECIATION				
AM 52.00	System can generate either financial or memo transactions to the General Ledger module for capital asset depreciation expense in specified funds.		NR		
AM 53.00	System provides the option to process depreciation on-line or in a batch process.		NR		
AM 54.00	System provides the following depreciation functionality:		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 54.01	- Provide depreciation schedules on fixed assets		NR		
AM 54.02	- Generate monthly depreciation by asset for any element in the classification structure (i.e., appropriation, fund, organization, program, activity, grant, project)		NR		
AM 54.03	- Automatically calculate depreciation in accordance with the depreciation method and convention where designated for an asset		NR		
AM 54.04	- Maintain multiple asset basis values for each asset if desired, utilizing industry-standard depreciation methods (future requirement)		NR		
AM 54.05	- Automatically charge depreciation to multiple chart of accounts for split-ownership assets		NR		
AM 55.00	System supports user-defined time periods for recording depreciation.		NR		
AM 56.00	System allows for multiple depreciation schedules to be applied to an asset to support separate depreciation reporting requirements. (future requirement)		NR		
AM 57.00	System allows for changing asset useful life, value basis, salvage value, and depreciation method when necessary, and automatically recalculating depreciation expense in accordance with such changes (with proper authorization).		NR		
AM 58.00	System provides the ability to simulate depreciation calculations for individual assets or group of assets without being required to post the results.		NR		
AM 59.00	Provides allocation tables which can be user-defined to allocate asset cost, accumulated depreciation and depreciation expense for multiple owner assets.		NR		
AM 60.00	System provides the ability to store an acquisition date and a depreciation-start date (in-service date), and the dates do not have to be the same date.		NR		
AM 61.00	System provides the ability to assign lives based on rules and parameters established by the County:				
AM 61.01	overrides allowed with proper security		NR		
AM 61.02	lives of partial years can be assigned		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 62.00	System provides multiple depreciation methods including, but not limited to:				
AM 62.01	- Straight Line		NR		
AM 62.02	- Declining Balance		NR		
AM 62.03	- Sum of the Years Digits		NR		
AM 62.04	- User Defined		NR		
AM 63.00	System prevents the depreciating of an asset's value below zero.		NR		
AM 64.00	Ability to record different conventions for depreciable assets such as beginning of month, half year, mid-month, etc.		NR		
AM 65.00	Ability to allow depreciation methods to be changed for an asset or group of assets, to depreciate the assets for the balance of the asset's useful life.		NR		
AM 66.00	Ability to allow some assets to be designated as non-depreciable (i.e., land).		NR		
	PHYSICAL INVENTORY				
AM 67.00	System provides a fully integrated bar-code technology for physical inventory tagging upon acquisition/purchase and annual inventory certification(s).		NR		
AM 68.00	System provides ability to create a scanned record file from bar-coding for comparison to fixed asset and portable equipment records.		NR		
AM 69.00	System is able to update asset location information and "last inventoried date" for each scanned asset based on scanned data.		NR		
AM 70.00	System provides the ability to report and adjust variances between system amounts and physical counts.		NR		
AM 71.00	System is able to generate customized bar-coded labels for asset identification , including building floor and room information by asset number.		NR		

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AM 72.00	System provides the ability to enter data manually, in addition to using bar coding technology.		NR		
	CAPITAL PROJECTS				
AM 73.00	System is able to identify/record all capitalizable costs associated with the construction or purchase/acquisition of an asset.		NR		
AM 74.00	System identifies, records, and depreciates additions associated with an asset, including optional unique identification of additions associated with component units.		NR		
AM 75.00	System provides complete integration with Project Accounting module.		NR		
AM 76.00	System provides the ability to capture activity/costs resulting from several County departments working on concurrently on a project.		NR		
AM 77.00	System provides the ability to produce notification of project status (e.g., completed) based upon user-defined criteria.		NR		
AM 78.00	System captures and maintains construction work in progress information (i.e., architectural barrier removal projects being conducted in accordance with ADA transition plans) and provides the ability to recognize fixed/capital assets when they are completed, regardless of whether the project has been completed.		NR		
	LEASES (ALL FUTURE REQUIREMENTS)				
AM 79.00	System tracks assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including (but not limited to):				
AM 79.01	- Recording of the capital lease or operating lease and the corresponding leasehold improvements		NR		
AM 79.02	- Tracking lease payments		NR		
AM 79.03	- Periodic cost recognition		NR		
AM 79.04	- Tracking lessee and lessor		NR		

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AM 79.05	- Tracking facility accessibility and responsible party for making accessibility modifications (lessee or lessor)		NR		
AM 79.06	- Tracking rental income		NR		
AM 79.07	- Tracking lease terms		NR		
AM 79.08	- Tracking lease type (e.g., capital, operating, etc.)		NR		
AM 79.09	- Tracking schedule of lease payments		NR		
AM 80.00	System is able to differentiate between leased assets and purchased assets.		NR		
AM 81.00	System facilitates determination of FASB 13 lease type (i.e., capital, operating, etc.) based on terms and conditions of lease agreement.		NR		
AM 82.00	System provides the ability to perform lease/purchase comparative analyses.		NR		
AM 83.00	System provides the ability to record the transfer to the County of capitalized lease assets.		NR		
AM 84.00	System functionality includes processing leases from a lessee's and a lessor's perspective.		NR		
AM 85.00	System provides the ability to amortize leases in compliance with FASB 13.		NR		
AM 86.00	System supports changes required due to lease amendments.		NR		
AM 87.00	System provides complete integration of lease functionality with Project Management module.		NR		
AM 88.00	System provides the ability to automatically generate a notification that a lease is going to expire within a certain number of days as specified by the user.		NR		
AM 89.00	System is able to maintain lease payment schedules.		NR		

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	ASSET WARRANTIES AND SERVICE (ALL FUTURE REQUIREMENTS)				
AM 90.00	System is able to maintain online maintenance history and warranty/service agreement information for assets.		NR		
AM 91.00	Authorized staff should be able to inquire on maintenance and service information through the entry of a property tag / inventory control number.		NR		
AM 92.00	System is able to record and track regular/preventive maintenance performed on selected assets.		NR		
	BUILDINGS (ALL FUTURE REQUIREMENTS)				
AM 93.00	System maintains user-defined information on buildings pertinent to insurance underwriting, including (but not limited to):				
AM 93.01	- Location		NR		
AM 93.02	- Supervisorial District		NR		
AM 93.03	- Building age / date constructed		NR		
AM 93.04	- Number of stories		NR		
AM 93.05	- Construction type		NR		
AM 93.06	- Foundation		NR		
AM 93.07	- Air handling system		NR		
AM 93.08	- Square footage				

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 93.09	- Roof type		NR		
AM 93.10	- Condition		NR		
AM 93.11	- Maintenance requirements / actual maintenance performed		NR		
AM 93.12	- Inspection requirements / actual inspections performed		NR		
AM 93.13	- Fire protection systems		NR		
AM 93.14	- Building fuel information		NR		
AM 93.15	- Usage		NR		
AM 93.16	- Valuation		NR		
AM 93.17	- Valuation date		NR		
AM 93.18	- Valuation method		NR		
AM 93.19	- Insurance information (company, policy, coverage amount, etc.)		NR		
AM 93.20	- Geographic Information System technology location (Latitude and Longitude)		NR		
AM 93.21	- Loss history		NR		
AM 93.22	- Date of occupancy		NR		
AM 93.23	- Occupants (multiple)		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 93.24	- Square footage for each occupant		NR		
AM 93.25	- APN (assessor's parcel number)		NR		
AM 93.26	- Cost Center link		NR		
AM 93.27	- Building accessibility features		NR		
AM 93.28	- Other User-defined fields		NR		
AM 94.00	System captures and maintains information associated with fire/safety inspections conducted on/for a building.		NR		
AM 95.00	System tracks certificates of insurance associated with the County's insured properties.		NR		
AM 96.00	System is able to link component units in a parent/child relationship whereby each component (i.e., land, betterments, etc.) maintains a financial life of its own.		NR		
	INFRASTRUCTURE				
AM 97.00	System provides the ability to capture and maintain information on infrastructure assets.		NR		
AM 98.00	System provides the ability to capture and process the following data items (in addition to the items listed in AM29.00) including but not limited to:				
AM 98.01	- Location		NR		
AM 98.02	- Age / date constructed		NR		
AM 98.03	- Infrastructure Type (i.e., roads, bridges, sidewalks, drainage systems, etc.).		NR		
AM 98.04	- Construction Type		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 98.05	- Valuation		NR		
AM 98.06	- Attributes (future requirement)		NR		
AM 98.07	- Units of Measure (future requirement)		NR		
AM 98.08	- Number of Units (future requirement)		NR		
AM 98.09	- Description		NR		
AM 98.10	- Accessibility Improvement Plans (future requirement)		NR		
AM 98.11	- User-defined fields		NR		
	QUERYING AND REPORTING				
AM 99.00	System is able to perform ad hoc querying and reporting on assets at user-defined fields required for financial reporting purposes.		NR		
AM 100.00	System is able to generate standard governmental fixed asset reports and user defined fixed asset reports, including but not limited to the Statement of Fixed Asset reports in standard CAER format		NR		
AM 101.00	System generates a fixed assets report sorted and filtered by one or more of the following criteria (but not limited to):				
AM 101.01	- Location codes		NR		
AM 101.02	- Property Tag Number		NR		
AM 101.03	- Manufacturer		NR		
AM 101.04	- Model		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 101.05	- Purchase Date		NR		
AM 101.06	- Current Value		NR		
AM 101.07	- Serial Number		NR		
AM 101.08	- Lessee (future requirement)		NR		
AM 101.09	- Lessor (future requirement)		NR		
AM 101.10	- Parent/Child Hierarchy Relationship (future requirement)		NR		
AM 101.11	- Condition Code (future requirement)		NR		
AM 101.12	- Asset Type		NR		
AM 101.13	- Infrastructure Type		NR		
AM 101.14	- Other user-defined fields		NR		
AM 101.15	- Class		NR		
AM 101.16	- Property Custodian/Officer		NR		
AM 101.17	- Asset number(s)		NR		
AM 101.18	- Vendor		NR		
AM 101.19	- Function code		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AM 102.00	System allows online inquiry for each asset of a group of assets.		NR		
AM 103.00	System allows user to print a listing of all table structures that are established for asset management (e.g., location table, asset categories, etc.).		NR		
AM 104.00	System can display or print subsidiary ledgers of fixed asset balances from the general ledger.		NR		
AM 105.00	System produces a transaction register audit trail of all acquisitions, transfers, changes and retirements during a user-defined time period by asset type, department or transaction date or purchase amount.		NR		
AM 106.00	System can report asset transfers from lessor to lessee. (future requirement)		NR		
AM 107.00	System functionality includes processing leases from a lessee's and a lessor's perspective. (future requirement)		NR		
AM 108.00	System can provide a dollar total of fixed asset purchases by their funding source and department/organization.		NR		
AM 109.00	System reports assets due for disposition, based on the scheduled disposal date and type. (future requirement)		NR		
AM 110.00	System can provide a vendor/PO listing of assets by vendor or in purchase order number sequence.		NR		
AM 111.00	System can produce a disposition report showing items by asset type which have physically been disposed of but still remain on file for information purposes.		NR		
AM 112.00	System can produce a listing of all disposed assets showing any gains or losses and the associated account coding, buy type.		NR		
AM 113.00	System allows the reporting and inquiry of replacement cost by department or organization unit and by asset type. (future requirement)		NR		
AM 114.00	System can produce a forecast of assets scheduled for replacement, based on user-specified criteria, such as useful life, scheduled disposition date, or odometer readings. (future requirement)		NR		
AM 115.00	System has the ability to produce depreciation reports by cost-center.		NR		
AM 116.00	System can produce a depreciation report by balance sheet category, such as buildings and equipment.		NR		

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AM 117.00	System can produce a report of assets by:				
AM 117.01	- Fund		NR		
AM 117.02	- Department		NR		
AM 117.03	- Organization Unit		NR		
AM 117.04	- Function (i.e., Public Protection, Health & Sanitation, etc.)		NR		
AM 117.05	- Budget Unit		NR		
AM 117.06	- Activity		NR		
AM 117.07	- Organization unit and by age of the assets, based on acquisition date		NR		
AM 117.08	- Vendor		NR		
AM 117.09	- Manufacturer (future requirement)		NR		
AM 117.10	- Subcontractor (future requirement)		NR		
AM 118.00	System provides the ability to produce a physical inventory worksheet to be sorted by department, location, type, and/or person responsible to assist in conducting physical inventory.		NR		
AM 119.00	System can produce a report that facilitates reconciliation to physical inventory counts.		NR		
AM 120.00	System provides the ability to print reports at various remote locations.		NR		
AM 121.00	System can provide a schedule of assets grouped by GAAFR function and/or departments.		NR		

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AM 122.00	System can generate a report for assets purchased with grant funding		NR		
AM 123.00	System provides a report that forecasts depreciation by individual asset, groups of assets, or total assets for a user-specified period of time.		NR		
AM 124.00	System can identify and sort items ordered and received by organizational unit		NR		
AM 125.00	System provides the ability to generate report for all items assigned to a specific location by portable equipment and fixed assets		NR		
AM 126.00	System provides the ability to interface with popular desktop applications (i.e. MS Word, MS Access, MS Excel, Crystal Reports) without bypassing security.		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
	GENERAL REQUIREMENTS				
CM 1.00	Ability to account for pooled cash and investments across any or all existing accounting funds.		NR		
CM 2.00	Ability to establish and account for cash and bank accounts separately for entities for which the County acts as fiscal agent.		NR		
CM 3.00	Ability to account for multiple bank/brokerage accounts.		NR		
CM 4.00	Ability to establish accounts based upon bank account or investment type and sub-accounts by bank or broker.		NR		
CM 5.00	Ability to reconcile cash and investment balances in the accounting funds to totals recorded through cash management module/ledger.		NR		
CM 6.00	Transactions generated due to cash management activities are automatically recorded in the appropriate general ledger funds and accounts.		NR		
	CASH FLOW PROJECTIONS				
CM 7.00	Ability to indicate whether account activity is to be included in cash flow reports (i.e., ability to exclude accrual and other non-cash accounts).		NR		
CM 8.00	Ability to capture and maintain history of transactions impacting cash flow information to use for reporting purposes.		NR		
CM 9.00	Ability to complete cash projections at the account level.		NR		
CM 10.00	Ability to complete cash projections at a summary level.		NR		
CM 11.00	Ability to complete cash projections at the fund level.		NR		
CM 12.00	Ability to select various cash projection methods (straight line, historical averaging, specific percentage increases) at the account, summary or fund level.		NR		

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CM 13.00	Allow for manual adjustments to specific accounts or summary items when completing cash projections.		NR		
CM 14.00	Ability to export data to spreadsheets and database applications.		NR		
CM 15.00	Perform tracking of check issuance and clearing to provide "float" reports.		NR		
CM 16.00	Ability for project managers to use cash projection capabilities to prepare, monitor and manage cash flow schedules for projects.		NR		
CM 17.00	Allow for drill-down into detail to facilitate investigation of cash flow projection to actual variances.		NR		
CM 18.00	Ability to report on cash flow actual results, projections and projections compared to actuals upon demand.		NR		
	BANKING				
CM 19.00	Ability to record cash transfers between banks and broker accounts.		NR		
CM 20.00	Supports electronic data interchange (EDI).		NR		
CM 21.00	Ability to receive and process EFT transmissions.		NR		
CM 22.00	Ability to produce and transmit EFT files as payments to vendors.		NR		
CM 23.00	Ability to automate EFT bank transactions for cancellation within NACHA rules and timeframes and automatically generates the appropriate accounting transactions.		NR		
CM 24.00	Ability to receive and process credit card transaction files from third party clearinghouse for payment and perform related accounting transactions.		NR		
CM 25.00	Ability to receive and process ACH files transmitted from on-line banking payment vendors and perform related accounting transactions.		NR		
CM 26.00	Ability to send, receive and process outgoing and incoming wires transfers and perform related accounting transactions.		NR		

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	POSITIVE PAY				
CM 27.00	Ability to transmit check number, dollar amount and issue date of checks to the County's primary bank account.		NR		
CM 28.00	Ability to receive and post paid check information including check number, dollar amount and status of the check, based upon the bank account number.		NR		
CM 29.00	Ability to produce a "flash" report of non-matches between the bank's check file and the County's check file.		NR		
CM 30.00	Ability to receive electronic updates from the bank when stop payments are confirmed.		NR		
CM 31.00	Ability to receive electronic exception files from the bank and record discrepancies in a reconciliation database without updating financial transactions.		NR		
CM 32.00	Ability to correct non-match items when the check number or amount is incorrect.		NR		
CM 33.00	Ability to subsequently repost information to clear the suspense file after corrections are made.		NR		
	CHECK PROCESSING				
CM 34.00	Provides controls to prevent a check (accounts payable, payroll or wire transfers) from being issued if cash is not available in an accounting fund.		NR		
CM 35.00	Allows multiple accounting funds to be grouped together for monitoring and checking the availability of cash prior to check issuance.		NR		
CM 36.00	Generates reports of transactions not processed due to insufficient funds.		NR		
CM 37.00	Allows for various check types to be issued within one bank account by delineating check numbers within the account for each check type.		NR		
CM 38.00	Provides for check printing in batch or on demand, with immediate on-line status update.		NR		
CM 39.00	Provides for the use of various check formats.		NR		

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CM 40.00	Allows for checks to be signed in various ways.		NR		
CM 41.00	Supports high volume check printing equipment as well as low volume (desktop laser printers) located in various County offices.		NR		
CM 42.00	Allows automated approval for checks over specific dollar limits to be issued on demand (within the same day).		NR		
CM 43.00	Supports inquiry and/or reporting of checks printed using various indices and search criteria.		NR		
CM 44.00	Ability to store cancelled check images in a file folder indexed to the corresponding invoices paid.		NR		
CM 45.00	Ability to create and process checks for entities for which the County is acting as fiscal agent from different bank accounts.		NR		
CM 46.00	Ability to identify different approval levels for demand checks for entities for which the County is acting as fiscal agent.		NR		
CM 47.00	Ability to report on all elements of stale-dated checks		NR		
	INVESTMENTS				
CM 48.00	Ability to track investment inventory and activity.		NR		
CM 49.00	Ability to monitor inventory against investment policy allocations.		NR		
CM 50.00	Ability to calculate returns on investments.		NR		
CM 51.00	Ability to amortize bonds.		NR		
	BANK ADJUSTMENTS				
CM 52.00	Ability to import information from multiple banks and accounts.		NR		

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CM 53.00	Ability to perform on-line reconciliation of and provide routine and on-demand reporting of the following:				
CM 53.01	issued checks		NR		
CM 53.02	stopped/voided checks		NR		
CM 53.03	cancelled (paid) checks		NR		
CM 53.04	stale-dated checks		NR		
CM 53.05	direct deposit transactions		NR		
CM 53.06	ACH transactions		NR		
CM 53.07	returned checks		NR		
CM 53.08	deposits		NR		
CM 53.09	interest earned		NR		
CM 53.10	bank adjustments		NR		
CM 53.11	other credits		NR		
CM 54.00	Ability to reconcile multiple bank/brokerage accounts		NR		

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	General Requirements				
AT 1.00	The system shall support the function of recruiting and applicant tracking within the County. At a minimum the following broad functions will be supported:				
AT 1.01	Creation of requisitions		NR		
AT 1.02	Automated workflow routing and approval of requisitions when position becomes vacant		NR		
AT 1.03	Tracking of requisition status		NR		
AT 1.04	Tracking of applicants		NR		
AT 1.05	Processing of eligibility and referral lists		NR		
AT 1.06	Management and scheduling of testing and interview process		NR		
AT 1.07	Maintain minimum qualifications for each position.		NR		
AT 1.08	Automatic transfer of applicant to employee once hired.		NR		
AT 1.09	Tracking and analysis of recruitment costs, on a per trip or per type basis.		NR		
AT 1.10	Automatic generation and routing of applications to hiring department.		NR		
AT 2.00	Applicant tracking should have the capability to interface with the Department of Motor Vehicles, for certain types of employees (e.g., bus drivers).		NR		

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AT 3.00	Applicant tracking shall integrate with LaserFiche document imaging system to allow storage and retrieval of all paper documents, certifications, etc. required to support the application process.		NR		
	Job Requisition and Tracking				
AT 4.00	Support the following types of job openings:				
AT 4.01	Promotional (intra-departmental)		NR		
AT 4.02	Inter-departmental (all County employees)		NR		
AT 4.03	Open competition (internal and external applicants)		NR		
AT 4.04	Vacancy notice		NR		
AT 4.05	Other user defined types of openings (e.g., volunteer)		NR		
AT 5.00	System allows for recruiting, tracking, and monitoring of vacancy postings to determine an internal candidate pool.		NR		
AT 6.00	System supports notifying applicants by e-mail or US mail of the job opening.		NR		
AT 7.00	System has the ability to post job opening information on a web site or on IVR and TTY based joblines.		NR		
AT 8.00	Creation of a job opening within the system automatically (based on user defined option) makes the position available on the web site and the jobline.		NR		
AT 9.00	Creation of a job opening within the system notifies appropriate personnel that a personnel requisition is required.		NR		

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AT 10.00	System allows applicants to apply for multiple job openings.		NR		
AT 11.00	System supports various workflow approval routings for departments with openings to make them aware of qualified applicants (e.g., Schools and County have different methods).		NR		
AT 12.00	System supports authorization approvals for hiring, central authorization approval when appropriate with the ability to appoint approval power.		NR		
AT 13.00	System supports maintenance of an effective dated eligibility list.		NR		
AT 14.00	System notifies user of existing valid eligibility list when a job opening is created.		NR		
AT 15.00	System records testing and hiring process requirements (process - not applicant specific), including:				
AT 15.01	Steps required (written test, appraisal of promotability, rating from record, etc.)		NR		
AT 15.02	Order of testing steps		NR		
AT 15.03	Dates of tests		NR		
AT 15.04	Locations of tests		NR		
AT 16.00	Testing step may be specified as general and applicable to many positions (typing test) with expiration dates.		NR		
AT 17.00	General steps (typing test) may be skipped for individual applicants that have passed this step for another application process.		NR		
AT 18.00	System supports test item analysis (for validation of test components) and exam scoring.		NR		
AT 19.00	Provide ability to exclude items that are deemed invalid from final scoring of tests.		NR		

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	Applicant Tracking				
AT 20.00	System provides an applicant tracking system for both external and internal job applicants.		NR		
AT 21.00	System provides ability for users at remote locations (e.g., superintendents at schools) to see both in-house candidates and Web applicants.		NR		
AT 22.00	System produces and manages Certification Lists.		NR		
AT 23.00	System provides requisition tracking of all vacant positions.		NR		
AT 24.00	System evaluates application data against job prerequisites.		NR		
AT 25.00	System provides on-line entry of interview and test results.		NR		
AT 26.00	System notifies applicants of test results.		NR		
AT 27.00	System notifies applicants of test date, time and location.		NR		
AT 28.00	System stores the test scores of applicants.		NR		
AT 29.00	System provides tracking of offers made to applicants.		NR		
AT 30.00	System records results of offers.		NR		
AT 31.00	System provides the ability to identify applicants in various stages (e.g. tested and untested) as separate groups.		NR		
AT 32.00	System supports an applicant file which can be purged or archived by user defined criteria.		NR		

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AT 33.00	System provides for user-defined application forms (both paper and web based)		NR		
AT 34.00	System supports pre-employment, fingerprinting, criminal background screening for required positions and County designated sensitive positions by establishing workflow processes to track an applicant's progress through the background screening, recording the information regarding the background, medical and psychological check.		NR		
AT 35.00	System tracks the person authorizing the background screening.		NR		
AT 36.00	System records, tracks, and reports on the people in the screening process and sub-processes.		NR		
AT 37.00	System supports identification of the person responsible for managing the background screening.		NR		
AT 38.00	System can automatically generate "no thank you" letters to non-hirees when a position is filled.		NR		
39.00	System facilitates the generation of follow-up letters according to status in the hiring process (e.g., schedule test, passed test, failed test, etc.).		NR		
AT 40.00	System integrates employee information with all other components to eliminate duplicate data input.		NR		
AT 41.00	System tracks all exams individual applicants complete.		NR		
AT 42.00	System tracks whether degrees, licenses and certifications have been verified, the date verified and by whom.		NR		
AT 43.00	For all contacts with applicants and people on certification lists, system tracks the following:				
AT 43.01	Date and time		NR		
AT 43.02	Method of contact (telephone, mail, email, etc.)		NR		

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AT 43.03	Person doing the contacting		NR		
AT 43.04	Tracks any material or notifications sent		NR		
AT 43.05	Position		NR		
AT 43.06	Response		NR		
AT 44.00	System tracks I-9 validation and issues.		NR		
AT 45.00	System records referral sources and triggers referral bonus to that employee after new hire is with the County for a user-specified period of time.		NR		
	Applicant Testing and Examinations				
AT 46.00	System creates schedules for the tests based on location of the test site and the number of applicants to be tested.		NR		
AT 47.00	For promotional exams, system must screen for applicants who meet minimum experience requirements but not other requirements, and who may be allowed to take the exam.		NR		
AT 48.00	System tracks for various types of health-related tests (e.g., TB, small pox, etc.) and monitors for compliance.		NR		
	Data Requirements				
AT 49.00	Personnel Requisitions and Applicant Tracking module has at least the following information:				
AT 49.01	Position number for every position		NR		
AT 49.02	County classification title		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
AT 49.03	Ability to identify positions that are vacant		NR		
AT 49.04	Valid dates		NR		
AT 49.05	Filing dates		NR		
AT 49.06	Role/Task/Assignment		NR		
AT 49.07	Sub-classification title		NR		
AT 49.08	Hiring manager		NR		
AT 49.09	Organizational Unit requesting		NR		
AT 49.10	Date Requested		NR		
AT 50.00	System tracks at least the following data on each applicant:				
AT 50.01	Name		NR		
AT 50.02	Address		NR		
AT 50.03	Phone numbers (2 - primary and secondary)		NR		
AT 50.04	Social Security number		NR		
AT 50.05	Birth date		NR		

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AT 50.06	Military Service		NR		
AT 50.07	Email address		NR		
AT 50.08	Person taking information		NR		
AT 50.09	Date of contact/application		NR		
AT 50.10	Positions applied for		NR		
AT 50.11	Interview schedule		NR		
AT 50.12	Interview results		NR		
AT 50.13	Test schedule		NR		
AT 50.14	Test results		NR		
AT 50.15	Medical exam schedule		NR		
AT 50.16	Medical exam results		NR		
AT 50.17	Drug and alcohol test results		NR		
AT 50.18	County classification titles the person is interested in (multiple text entries)		NR		
AT 50.19	Specific job opening including examination title and examination number.		NR		

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AT 50.20	Effective Dates for contact or application		NR		
AT 50.21	Referral source - identify the recruitment method used to attract the person.		NR		
AT 50.22	Qualifications for specific job classification (multiple text entries)		NR		
AT 50.23	Training for specific job classification (multiple text entries)		NR		
AT 50.24	Special skills for specific job classification (multiple text entries)		NR		
AT 50.25	Citizenship and or work permit number		NR		
AT 50.26	References (name, address, phone number, date contacted, person having contact, method of contact, results)		NR		
AT 50.27	Interviewers (name, personnel ID#, date interviewed)		NR		
AT 50.28	Eligible for hire/rehire		NR		
AT 51.00	System supports the optional EEOC statement questionnaire items:				
AT 51.01	Race		NR		
AT 51.02	Ethnicity		NR		
AT 51.03	Gender		NR		
AT 51.04	Date of Birth		NR		

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AT 52.00	System provides a text/comment field to record comments and events. Example is an applicant's ad hoc request for reasonable accommodation.		NR		
AT 53.00	System provides comment field for each Applicant Tracking event: application, exam results, exam participation, etc.		NR		
AT 54.00	System tracks at least the following data for each exam or test:				
AT 54.01	Exam or test name		NR		
AT 54.02	Exam or test number		NR		
AT 54.03	Persons responsible for exam process (exam analyst)		NR		
AT 54.04	Valid start date		NR		
AT 54.05	Valid End date		NR		
AT 54.06	Person requesting		NR		
AT 54.07	Person authorizing		NR		
AT 54.08	Minimum requirements for the position (10 user defined text based fields) per exam		NR		
AT 54.09	Uniquely identified valid test number (unlimited number) for any exam (to identify exact test version)		NR		
54.10	Attachments (any type of file (word document, spreadsheet, pdf, links, etc.))		NR		
54.11	Unique answer key number		NR		

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54.12	Score / pass / fail criteria		NR		
	Query Requirements				
AT 55.00	System allows applicants to query the database to find open vacancies.		NR		
AT 56.00	System allows applicants to determine the status of their application for any open vacancy.		NR		
AT 57.00	System allows user to inquire on all positions applied for by an applicant.		NR		
AT 58.00	System shall provide flexible reporting that allows the analysis of personnel requisition information, including:				
AT 58.01	Open personnel requisitions		NR		
AT 58.02	Closed personnel requisitions		NR		
AT 58.03	Application activity		NR		
AT 58.04	Demographic information of applicants		NR		
AT 58.05	Status of personnel requisitions		NR		
AT 59.00	System allows inquiry of vacant positions (with flexible criteria) that are actively being recruited for.		NR		
AT 60.00	System provides ability to query database for prior applications by applicant.		NR		
	Reporting Requirements				

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AT 61.00	System produces at least the following reports:				
AT 61.01	Individual applicant profile		NR		
AT 61.02	Vacant position listing		NR		
AT 61.03	List all applicants by name (show other data elements - user definable)		NR		
AT 61.04	List all applicants by job code		NR		
AT 61.05	Test / Interview schedule list		NR		
AT 61.06	Unqualified applicants list		NR		
AT 61.07	Qualified applicants list		NR		
AT 61.08	Eligibility extended list		NR		
AT 61.09	Eligibility expired list		NR		
AT 62.00	System provides listings of vacant/frozen/unfunded positions as required.		NR		
AT 63.00	System allows inquiry against applicant list.		NR		
AT 64.00	System prints mailing lists for all applicant correspondence.		NR		
AT 65.00	System prints form letters for distribution to applicants.		NR		

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AT 66.00	System produces statistical reports reflecting historical EEO data on applicants.		NR		
AT 67.00	System provides a detailed report of cancellations and no-shows.		NR		
AT 68.00	System provides a report of training session, lesson, class, course, program, and outside training attendance.		NR		

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	General Requirements				
BA 1.00	Tracking of health insurance costs and benefit utilization (number of employees and individuals enrolled) and costs		NR		
BA 2.00	On-line inquiry into Employee Benefits information		NR		
BA 3.00	Ad-hoc reporting for generation of specialized one-time reports.		NR		
BA 4.00	Data required for Benefits Administration should be contained in the integrated database that will be shared by all HR/Payroll components. No redundant data should be entered or stored to support this component.		NR		
BA 5.00	Benefits administration must provide functional integration with at least the following system components:				
BA 5.01	Personnel Administration		NR		
BA 5.02	Position Control		NR		
BA 5.03	Budgeting		NR		
BA 5.04	Compensation		NR		
BA 5.05	Payroll		NR		
BA 5.06	Accounts Payable		NR		
BA 6.00	In addition to the above listed human resource components that are integrated with Employee Benefits, a number of County systems and internal and external organizations will be interfaced to the system:		NR		

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BA 6.01	Workers' Compensation		NR		
BA 6.02	Outside Providers (future requirement)		NR		
BA 6.03	Unemployment Insurance (future requirement)		NR		
BA 7.00	Provide information to third party administrators on:		NR		
BA 7.01	utilization		NR		
BA 7.02	demographic data		NR		
BA 8.00	The Employee Benefits component will interface to the Budget component for all actual benefits by employee, department / agency, and other Chart of Account information. The module will also interface to Accounts Payable for insurance provider payments and retirement accounting system for fund transfers.		NR		
BA 9.00	The Employee Benefits component will also interface for active and retiree deductions and retiree demographic data active and retiree status, and beneficiaries' data.		NR		
BA 10.00	Data must also be passed between the Workers' Compensation component for the workers' comp status.		NR		
BA 11.00	The system has the ability to enter and track dual and / or temporary changes in employee status and track the corresponding accruals (time and money) in accordance with County policy		NR		
BA 12.00	System should maintain benefit transactions history, as defined, by employee and position.		NR		
BA 13.00	System to provide browser based employee self service capability for the following benefits administration functions based on qualifying events:				
BA 13.01	Current benefits elections		NR		

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BA 13.02	Explanation of benefit options		NR		
BA 13.03	Open enrollment for all benefits for both employees and retirees		NR		
BA 13.04	Maintenance of dependent information		NR		
BA 13.05	Beneficiary information		NR		
BA 13.06	Benefit package pricing worksheet (employee costs)		NR		
BA 13.07	Benefit eligibility checking at time of enrollment		NR		
	Benefit Plan Administration				
BA 14.00	System supports various types of benefit plans, including, but not limited to the following:				
BA 14.01	Deferred Compensation		NR		
BA 14.02	Cafeteria Plan		NR		
BA 14.03	Medical		NR		
BA 14.04	Life Insurance		NR		
BA 14.05	Dental		NR		

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BA 14.06	Flexible spending accounts		NR		
BA 14.07	Long term disability		NR		
BA 14.08	Short term disability		NR		
BA 14.09	Savings Bond purchases		NR		
BA 14.10	Retirement		NR		
BA 14.11	Tax sheltered annuity		NR		
BA 14.12	Other - (COBRA, Employee Assistance Program, Wellness)		NR		
BA 14.13	System supports multiple versions of benefit plans. Plan versions are processed based on effective date.		NR		
BA 14.14	System stores benefit plan rules on-line.		NR		
BA 14.15	System tracks dependent and beneficiary information		NR		
BA 15.00	Automatically calculate premium amounts and subsidy amounts.		NR		
BA 16.00	System tracks census data for analysis of specific plans:				
BA 16.01	Age		NR		
BA 16.02	Family make-up (dependents)		NR		

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BA 16.03	Gender		NR		
BA 16.04	Experience and length of service		NR		
	Benefit Plan Eligibility		NR		
BA 17.00	System maintains multiple eligibility dates for different benefit plans based on different rules.		NR		
BA 18.00	System must allow for the establishment of "cafeteria" benefit plans and provide notification to employees when eligible. (future requirement)		NR		
BA 19.00	Provide notifications to employees of benefit eligibility when eligibility begins or changes and as part of the annual enrollment process (email and letter).		NR		
BA 20.00	Provide notification to benefits administration that employee's eligibility is beginning or changing.		NR		
BA 21.00	System automatically determines employee eligibility by:				
BA 21.01	Employment status (full time, part time, etc.)		NR		
BA 21.02	Job class		NR		
BA 21.03	Effective date		NR		
BA 21.04	Length of employment		NR		
BA 21.05	Hours worked by period		NR		
BA 21.06	Wage base		NR		

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BA 21.07	Prior elections		NR		
BA 22.00	System automatically produces tickler lists for eligibility based on key dates.		NR		
BA 23.00	System prevents employees from being enrolled in a plan for which they are not eligible, with override capability for exceptions		NR		
BA 24.00	System track eligibility for dependents		NR		
BA 25.00	System should provide for processing the following benefits eligibility events:				
BA 25.01	Establishment and maintenance of participant information		NR		
BA 25.02	Activation of coverage for participant, spouse, and non-spouse dependents		NR		
BA 25.03	Activation of coverage for survivors (former dependents of participants that are allowed to continue their benefits coverage)		NR		
BA 25.04	Maintenance of beneficiary information		NR		
BA 25.05	Initiation of COBRA processing when an individual's coverage is terminated due to a COBRA qualifying event		NR		
BA 25.06	Evidence of insurability		NR		
BA 25.07	Initiation of and return from leave without pay (LWOP)		NR		
BA 25.08	New hires, re-hires, and re-employments		NR		
BA 25.09	Terminating/retiring employees (permanent and temporary employees)		NR		

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BA 25.10	Termination of coverage for participant, spouse and non-spouse dependents		NR		
BA 25.11	Participant transfers		NR		
BA 26.00	Provide for the tracking of additional documentation requirements				
BA 26.01	Notify employee when documentation is required		NR		
BA 26.02	Notify HR when additional documentation is not provided as required		NR		
BA 27.00	System automatically generates letters to employees/retirees based on certain events such as:				
BA 27.01	Prior to 65 th birthday		NR		
BA 27.02	Prior to dependent's 25th birthday		NR		
BA 27.03	Other user defined events		NR		
BA 28.00	System provides benefits enrollment verification indicating choices and associated information (i.e., levels of coverage, deduction amounts).		NR		
BA 28.01	Online (web access)		NR		
BA 28.02	Letter		NR		
BA 29.00	System links changes to an employee's plan such that when adding a new plan the system will delete / supersede the old plan.		NR		
BA 30.00	System provides a chronological history of Benefits elections		NR		

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BA 31.00	System overrides plan specifics at the employee level for exception handling.		NR		
BA 32.00	System should provide ability to "flag" various benefit plans offered to employees as COBRA eligible.		NR		
BA 33.00	System allows for the tracking of COBRA eligibility based on user-defined criteria. System should also provide notification of proximity to expiration of COBRA coverage.		NR		
BA 34.00	System should provide ability to establish appropriate qualifying events that will initiate COBRA processing, and should generate standard letters notifying employee of COBRA eligibility.		NR		
BA 35.00	Prepare COBRA billings		NR		
BA 36.00	Track initial COBRA payments		NR		
BA 37.00	System should provide ability to monitor residence address changes and trigger notification of those events effecting all insurance and HMO participation and eligibility. (future requirement)		NR		
	Benefit Plan Costs				
BA 38.00	System should provide for the following financial processes associated with group benefits administration, including:		NR		
BA 38.01	Billing of agencies and direct premium payers for costs of group benefits		NR		
BA 38.02	Calculation and processing of payments to benefit providers		NR		
BA 38.03	Electronic transmission of eligibility information to benefit providers		NR		
BA 38.04	Refund of insurance premiums to employees		NR		
BA 39.00	System must provide at least the following methods of calculating employee/employer premium costs:				

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BA 39.01	Percentage		NR		
BA 39.02	Flat amount		NR		
BA 39.03	Annual limits must be applied		NR		
BA 39.04	Individual, individual and spouse, family		NR		
BA 39.05	Pre or post taxable income calculation		NR		
BA 39.06	Monthly limit		NR		
BA 39.07	Age		NR		
BA 39.08	Amount of coverage		NR		
BA 39.09	System must be able to handle employment contracts of varying lengths, i.e., 10, 11, 12 months.		NR		
BA 39.10	Imputed income		NR		
BA 40.00	System must calculate costs based on effective date with more than one cost effective during a particular period (pro-rate)		NR		
BA 41.00	System accumulates benefit costs by:				
BA 41.01	Department/organization/ other COA information		NR		
BA 41.02	Benefit type		NR		

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BA 41.03	Program		NR		
BA 41.04	Plan		NR		
BA 41.05	Provider		NR		
BA 41.06	Employee		NR		
BA 42.00	System must accept adjustments and overrides.		NR		
BA 43.00	System adjusts Department / Division costs as required.		NR		
BA 44.00	System maintains premium or contribution rate history (employee and County costs) on-line by:				
BA 44.01	Plan		NR		
BA 44.02	Employee		NR		
BA 44.03	Provider		NR		
BA 45.00	System tracks current and historical benefit costs including:		NR		
BA 45.01	County cost		NR		
BA 45.02	Employee cost		NR		
BA 45.03	Total premiums/contributions		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
	Provider / Contract Administration:				
BA 46.00	System interfaces to and from providers for:				
BA 46.01	Plan costs (employee and County costs)		NR		
BA 46.02	Deduction amount		NR		
BA 46.03	Enrollment eligibility		NR		
BA 46.04	Utilization		NR		
BA 46.05	Other plan information		NR		
BA 47.00	System provides analysis and "WHAT-IF" capabilities for contract analysis purposes		NR		
	Data Requirements				
BA 48.00	System tracks the following key data on providers:		NR		
BA 48.01	Provider ID		NR		
BA 48.02	Full name		NR		
BA 48.03	Short name		NR		
BA 48.04	Address		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
BA 48.05	Primary Contact Name, Job Title, and Phone		NR		
BA 48.06	Service Contact Name, Job Title, and Phone		NR		
BA 48.07	Billing Contact Name, Job Title, and Phone		NR		
BA 48.08	Subscriber Contact Name, Job Title, and Phone		NR		
BA 48.09	Direct Deposit Banking data		NR		
BA 48.10	Tax ID and Social Security Number		NR		
BA 48.11	History of changes (dates)		NR		
BA 49.00	System tracks the following data for benefit plans:				
BA 49.01	Plan Type		NR		
BA 49.02	Plan name/number		NR		
BA 49.03	Eligibility data		NR		
BA 49.04	Option code		NR		
BA 49.05	Retirement contribution rate		NR		
BA 49.06	Effective date		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
BA 49.07	Termination date of coverage		NR		
BA 49.08	Cafeteria deduction code		NR		
BA 49.09	Maximum County contribution		NR		
BA 49.10	Level of coverage		NR		
BA 49.11	Option Semi-monthly amount		NR		
BA 49.12	Option Biweekly amount		NR		
BA 50.00	System tracks the following key data for benefit packages:		NR		
BA 50.01	Deduction code		NR		
BA 50.02	Description		NR		
BA 50.03	Effective date		NR		
BA 50.04	Provide ID		NR		
BA 50.05	Plan code		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
BA 50.06	Calculation method (fixed, % gross, etc.)		NR		
BA 50.07	Frequency of deduction allowed		NR		
BA 50.08	Total cost		NR		
BA 50.09	Maximum County Contribution (% and/or \$)		NR		
BA 50.10	Administration Fee		NR		
BA 50.11	Voluntary/Mandatory		NR		
BA 51.00	System tracks the following key deduction data for employee selected benefits:				
BA 51.01	Employee number		NR		
BA 51.02	Provider ID		NR		
BA 51.03	Plan code		NR		
BA 51.04	Benefit selected (Y/N)		NR		
BA 51.05	Effective date		NR		
BA 51.06	Deduction amount (or % of gross)		NR		
BA 51.07	Additional amount		NR		
BA 51.08	Annual Limit dollars		NR		
BA 51.09	YTD deductions		NR		
BA 51.10	Annual Limit percent of gross		NR		
BA 51.11	Actual deduction last pay period		NR		
BA 51.12	Frequency of deduction		NR		
BA 51.13	Flexible benefit plan indicator		NR		
BA 51.14	Retirement contribution deductions		NR		
BA 51.15	Credits paid current period		NR		
BA 51.16	Balanced owed / outstanding		NR		
BA 51.17	Credits paid YTD		NR		
BA 51.18	Total credits to be paid		NR		
BA 51.19	Savings Bond amounts		NR		
BA 51.20	Balances for multiple payees for Savings Bond deductions		NR		
BA 51.21	Current direct pay		NR		
BA 51.22	Positive/negative override capability		NR		
BA 52.00	System tracks the following key deduction data for dependent benefits:				
BA 52.01	Name		NR		
BA 52.02	Address		NR		
BA 52.03	Social security number		NR		
BA 52.04	Date of birth		NR		
BA 52.05	Employee number		NR		
BA 52.06	Sex		NR		
BA 52.07	Relationship to employee		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
BA 52.08	Effective date		NR		
BA 52.09	End date		NR		
BA 52.10	Provider ID		NR		
BA 52.11	Plan code		NR		
BA 52.12	Individual maximum payments		NR		
BA 52.13	Coverage selected (Y/N)		NR		
BA 52.14	Other insurance plan information		NR		
BA 52.15	Primary coverage indicator		NR		
BA 53.00	System tracks the beneficiary for each benefit:				
BA 53.01	Name		NR		
BA 53.02	Relationship		NR		
BA 53.03	Date assigned		NR		
BA 53.04	Allocation date		NR		
BA 53.05	Trustee Information if Beneficiary is a Minor		NR		
BA 53.06	Deferred Compensation		NR		
BA 53.07	Life insurance		NR		
BA 53.08	Section 457 & 403b plans		NR		
BA 53.09	Retirement		NR		
BA 54.00	System can calculate retirement expense, contributions and monthly remittance to Virginia Retirement System based on contract period for School employees.		NR		
	Query Requirements				
BA 55.00	System utilizes data from providers for analysis of specific plans:				
BA 55.01	Costs by plan		NR		
BA 55.02	Costs by benefit type		NR		
BA 55.03	Costs by provider		NR		
BA 55.04	Utilization		NR		
BA 55.05	Experience reporting		NR		
BA 55.06	Organization		NR		
BA 55.07	Comparison reporting		NR		
BA 55.08	Retirement plan data		NR		
BA 55.09	System allows ad hoc reporting on any field with ability to create transactions.		NR		
BA 56.00	On-line screens provide employee eligibility information, including:				
BA 56.01	Employee ID		NR		
BA 56.02	Employee name		NR		
BA 56.03	Status code		NR		
BA 56.04	Social Security Number		NR		
BA 56.05	Hire date		NR		

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BA 56.06	Dependent demographic information		NR		
BA 56.07	Eligible choices for the employee		NR		
BA 56.08	Effective start dates for each plan		NR		
BA 56.09	Associated costs including age-rated life insurance premium and retirement contribution rates.		NR		
BA 56.10	Job class		NR		
BA 56.11	Birth date		NR		
BA 56.12	Marital status		NR		
BA 56.13	Military Status		NR		
BA 57.00	System tracks and monitor utilization of benefit plans by various criteria.		NR		
	Reporting Requirements				
BA 58.00	Provider reporting that provides the following functions on detailed and summary reports:				
BA 58.01	Plan participation		NR		
BA 58.02	Plan revenues		NR		
BA 58.03	County costs by provider		NR		
BA 58.04	Provide reporting for Departments that provides the following on detailed and summary reports:		NR		
BA 58.05	Employee participation by plan		NR		
BA 58.06	Costs by plan		NR		
BA 58.07	Costs by organizational unit		NR		
BA 58.08	Costs by benefit type		NR		
BA 58.09	Employees eligible but not participating		NR		
BA 59.00	System prints mailing labels for:				
BA 59.01	All employees		NR		
BA 59.02	Employees within a given benefit plan		NR		
BA 59.03	Employees within a given benefit status		NR		
BA 59.04	Retirees		NR		
BA 59.05	Employees within a given job class		NR		
BA 59.06	Employees within a given Department, by index, by location code		NR		
BA 60.00	System provides reports reflecting eligible employees not enrolled in benefit plans.		NR		
BA 61.00	System produces rosters of employees in specific benefit plans in various sequences.		NR		
BA 62.00	Ad-hoc reporting for generation of specialized one-time reports.		NR		

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	General Requirements				
CO_ 1.00	Allows separate schedules to be maintained.		NR		
CO_ 2.00	Maintains effective dates for salary data to allow for future pay adjustments		NR		
CO_ 3.00	Retains previous salary and hours data and effective dates for use when calculating retroactive pay adjustments		NR		
CO_ 4.00	Provides salary data for user defined employee groups.		NR		
CO_ 5.00	Maintains salary tables with the following types of programs :				
CO_ 5.01	Salary range structure (minimum / control points (mid, quartile, etc.) / maximum structure).		NR		
CO_ 5.02	Salary range structure (minimum / maximum) can be adjusted by a certain percentage.		NR		
CO_ 5.03	Salary schedules with years within schedule (unlimited years)		NR		
CO_ 5.04	Special salary schedules: years defined by classification.		NR		
CO_ 6.00	Base rate can be recorded in the following ways:				
CO_ 6.01	Per annum		NR		
CO_ 6.02	Per month		NR		

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CO_ 6.03	Per day		NR		
CO_ 6.04	Per hour		NR		
CO_ 6.05	Bi-weekly		NR		
CO_ 6.06	Semi-monthly		NR		
CO_ 7.00	Additional pay is coded in the following ways:		NR		
CO_ 7.01	Flat rate		NR		
CO_ 7.02	Percentage of base		NR		
CO_ 7.03	Based on other combinations of base rate and additional pay		NR		
CO_ 7.04	Overridden amounts (user entered)		NR		
CO_ 7.05	Per hour		NR		
CO_ 7.06	Schedule and level bonus (pays on a different schedule and/or level)		NR		
CO_ 8.00	Supports the ability to generate additional pay based on circumstances as follows, even during mid year:				
CO_ 8.01	Pay type		NR		
CO_ 8.02	Organization code		NR		
CO_ 8.03	Work location		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
CO_ 8.04	Position		NR		
CO_ 8.05	County classification		NR		
CO_ 8.06	Duties performed		NR		
CO_ 8.07	Shift worked		NR		
CO_ 8.08	Skills, certificates, and degrees (e.g., Masters degree)		NR		
CO_ 8.09	Current base pay step		NR		
CO_ 8.10	Paid during extended leave		NR		
CO_ 8.11	Superior/subordinate pay differentials		NR		
CO_ 8.12	Time in classification		NR		
CO_ 8.13	Time & attendance		NR		
CO_ 8.14	Status of any other variable as of a particular date (ex - work location 2 years ago)		NR		
CO_ 9.00	Allows generation of additional pay in addition to contracted amount (e.g., for athletic or academic supplements).		NR		
CO_ 10.00	Provides analysis of compensation by dept. / budget / division / class / Chart of Account field:				
CO_ 10.01	Salary		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
CO_ 10.02	County contributions to Benefits		NR		
CO_ 10.03	County contributions to retirement (including employee buy-back of service)		NR		
CO_ 11.00	Projects annual salary (gross and net) and benefit costs for the year:				
CO_ 11.01	By Person		NR		
CO_ 11.02	By Organizational Unit		NR		
CO_ 11.03	By other Chart of Account field		NR		
CO_ 11.04	By Class		NR		
CO_ 12.00	Projects costs for future fiscal years or specific time periods, assuming variable user specified increases in salary and benefits; and time frames.		NR		
CO_ 13.00	Changes or models any cost factor so that comprehensive forecasts can be generated and reported.		NR		
CO_ 14.00	Provides actual costs and benefits of each employee including regular salary and wages, incentive pay, and all County paid costs. System must also be able to sort and report all cost by the various groups such as department, fund, budget unit, and other COA field.		NR		
CO_ 15.00	Compensation should be integrated with the following components:				
CO_ 15.01	Personnel Administration		NR		
CO_ 15.02	Payroll		NR		
CO_ 15.03	Time and Attendance		NR		

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CO_ 15.04	Budget Development		NR		
CO_ 15.05	Position Control		NR		
CO_ 15.06	Benefits		NR		
CO_ 16.00	Support salary specification by individual employee and different rates of pay for multiple jobs held by one employee.		NR		
CO_ 17.00	Automatically recalculates salary due to personnel actions such as promotions, demotions, etc.		NR		
CO_ 18.00	Supports user defined approval and routing for all compensation changes (base rate, bonuses, additional pay, etc.)		NR		
CO_ 19.00	Handles all aspects of Fair Labor Standards Act including those unique to local government, public safety, and schools.		NR		
	Pay Rate Maintenance				
CO_ 20.00	Provides on-line update of salary schedule changes :				
CO_ 20.01	Across the board		NR		
CO_ 20.02	By individual merit		NR		
CO_ 20.03	By job classification		NR		
CO_ 20.04	By department/organization		NR		
CO_ 20.05	By bonus		NR		

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CO_ 21.00	Automatically implements employee step pay plan.		NR		
CO_ 22.00	Supports the determination of eligibility for increases by :				
CO_ 22.01	Last Overall Performance Rating, including effective date of rating		NR		
CO_ 22.02	Duties performed		NR		
CO_ 22.03	Skills and certificates		NR		
CO_ 22.04	Work location		NR		
CO_ 22.05	Status of any other variable as of a particular date (ex - work location 2 years ago)		NR		
CO_ 23.00	Supports mass change capability for the purposes of changing salaries (e.g. COLA changes, merit increase based on performance rating).		NR		
CO_ 24.00	Supports mass pay transactions based on any field held within the database (example: uniform allowances for all sworn employees).		NR		
CO_ 25.00	Records historical information for all compensation changes		NR		
CO_ 26.00	Supports user defined reasons for pay rate changes.		NR		
CO_ 27.00	Supports a base pay rate to three digits past the decimal point (\$0.000) and corresponding salary schedule.		NR		
CO_ 28.00	Supports recording person's additional pay to multiple digits past the decimal point (currently use four - \$0.0000).		NR		
CO_ 29.00	Supports user defined approval mechanisms for the approval of all compensation changes (base rate, bonus, additional pay, supplements, etc.).		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
CO_ 30.00	Provides salary history for each employee.		NR		
CO_ 31.00	Allows qualified users to pay above the range, in isolated situations.		NR		
CO_ 32.00	Allows the ability to make pay rate changes based on different user-defined criteria (i.e., service years, longevity, etc.).		NR		
CO_ 33.00	Tracks position ranges.		NR		
	Classification Audits				
CO_ 34.00	Provides ability to route automated job postings for job classification audit as follows:				
CO_ 34.01	Job descriptions associated with all new positions (future requirement)		NR		
CO_ 34.02	Job descriptions or job classifications under revision (future requirement)		NR		
CO_ 34.03	All job descriptions associated with a specific job class (future requirement)		NR		
CO_ 34.04	Upon request by agency to properly classify a position management believed to be misclassified (future requirement)		NR		
CO_ 34.05	Through budget requests for a change in position classification, new classes and new positions (future requirement)		NR		
CO_ 34.06	At user defined interval since last audit (future requirement)		NR		
CO_ 34.07	Random audits of all existing job descriptions (future requirement)		NR		
CO_ 35.00	Supports audit of job descriptions for:				
CO_ 35.01	Classification (future requirement)		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
CO_ 35.02	FLSA status (future requirement)		NR		
CO_ 35.03	Pay group (future requirement)		NR		
CO_ 35.04	Position (future requirement)		NR		
CO_ 35.05	Minimum job requirements (future requirement)		NR		
CO_ 35.06	Licenses and certificates required (future requirement)		NR		
CO_ 35.07	Benchmark (future requirement)		NR		
CO_ 35.08	Any other peculiarities associated with the job (future requirement)		NR		
CO_ 36.00	Provides ability to capture and maintain pertinent information associated with job classification audits. (future requirement)		NR		
CO_ 37.00	Provides ability to maintain a complete history, via multiple effective dated rows, associated with all audit activity. (future requirement)		NR		
	Data Requirements				
CO_ 38.00	Tracks the following data within each salary schedule :				
CO_ 38.01	Step		NR		
CO_ 38.02	Schedule type (fixed, range, etc.)		NR		
CO_ 38.03	Minimum		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
CO_ 38.04	Maximum		NR		
CO_ 38.05	Midpoint		NR		
CO_ 38.06	Quartile		NR		
CO_ 38.07	Salary table matrix		NR		
CO_ 38.08	Overtime eligible		NR		
CO_ 39.00	Provides the following data for additional pay items:				
CO_ 39.01	Pay code		NR		
CO_ 39.02	Calculation method (% , flat rate, etc.)		NR		
CO_ 39.03	Amount (fixed amount, %, etc.)		NR		
CO_ 39.04	Calculation frequency (every pay period, monthly, on anniversary date, etc.)		NR		
CO_ 39.05	Taxable (federal, state, FICA, etc.)		NR		
	Query Requirements				
CO_ 40.00	Provides the ability to perform analysis of personnel expenses based on user defined selection criteria.		NR		
CO_ 41.00	Provides ability to perform "what if" analysis on proposed compensation changes.		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
	Reporting Requirements				
CO_ 42.00	Provides the following reports :				
CO_ 42.01	Labor Cost Projections		NR		
CO_ 42.02	Classifications by department		NR		
CO_ 42.03	Comparison ratio by department, class code or employee.		NR		
CO_ 42.04	Employees by department above maximum or below minimum of the range.		NR		
CO_ 42.05	Average Salary by Class title		NR		
CO_ 42.06	Annual salaries		NR		
CO_ 42.07	Number of positions by class		NR		
CO_ 42.08	Number of termination's by class		NR		
CO_ 42.09	Number of hires by class		NR		
CO_ 42.10	Number of promotions by class		NR		
CO_ 42.11	Termination reasons by class		NR		
CO_ 42.12	Projected future salaries.		NR		

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	General Requirements				
EES 1.00	System should provide the ability for employees to interact with various modules and functionality of the system using a standard Web based browser.		NR		
EES 2.00	System should provide for the creation of an employee directory containing business address, business phone and e-mail. This directory should viewable through the use of an industry-standard web browser. (future requirement)		NR		
EES 3.00	System should be accessible to employees from home through a web browser on their home computer, a County computer, through the employee's personal Internet Service Provider, and through secure external connection to the County		NR		
EES 4.00	System should be available for employees to use (securely) through kiosks (keyboard and touch screens) placed throughout County facilities.		NR		
EES 5.00	To the extent possible, employee self-service functions should be available through Interactive Voice Response (IVR). (future requirement)		NR		
EES 6.00	System should support synchronize of data to Personal Digital Assistants (PDAs) for use in appropriate situations		NR		
EES 7.00	System should support identification of employees and contractors via 'swiping' of cards for appropriate situations such as time recording, recording attendance at a training session, etc.		NR		
EES 8.00	System should support the use of multiple languages in entering names and characters.		NR		
EES 9.00	System should have the ability for employees to maintain a work and home email address, and choose which email address is primary for notifications.		NR		
EES 10.00	System should support links to service providers and third party administrators as appropriate. For example, a link to the employee's 457 plan and pension provider should be available at the point in the process where the service provider takes over.		NR		
	Job Requisition & Applicant Tracking				

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EES 11.00	System makes job opening information available on a web site that is available to both internal and external applicants		NR		
EES 12.00	Creation of a job opening within the system automatically makes the position available on the web site		NR		
EES 13.00	System should provide ability for applicants to establish and maintain multiple electronic job applications through the use of an industry-standard web browser, to direct an application to different job postings, and to check the status of an application.		NR		
EES 14.00	System should provide self-service resume preparation and posting and job application functions.		NR		
EES 15.00	System should allow for user defined, job specific job descriptions to be displayed when applicants express an interest in or apply for that job		NR		
EES 16.00	System should allow for questions to be answered by the applicant depending on the job applied for. Common questions would be regarding salary information, licenses and/or certifications, benefits, etc.		NR		
EES 17.00	System should provide flexible and easy interfaces with other agencies (e.g., State Department of Education, National Board Certification) to validate the licenses and/or certifications claimed by applicants.		NR		
EES 18.00	System should allow applicants to pick from a drop-down menu of classes or types of jobs and then automatically notify them when jobs in that category become available.		NR		
	Employee Maintenance				
EES 19.00	System allows employees to request a transfer or change of jobs ("Employee Transfer Request Form") via a web based form.		NR		
EES 20.00	System should support changes to selected parts of employee records (e.g., name and address, marital status change, withholdings, benefits enrollment or changes). The data the employee can change online may vary by employee group, etc. and other flexible, user defined criteria.		NR		
EES 21.00	When updating personal information, the system should inform the employee of the required supporting documentation and the process for submitting it. The system should also support automated workflow for the backend processes associated with the specific data change.		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
EES 22.00	System should provide for former employees to update their information online. Which former employees and the data available for online update varies by department. (future requirement)		NR		
EES 23.00	System should allow employees to request a Verification of Employment to be mailed, faxed, or emailed to a specified recipient.		NR		
EES 24.00	System provides for employee self service with at least the following:				
EES 24.01	Maintenance of personal data (name, address, W-4 / W-5 / DE-4 information, marital status, emergency information, etc.)		NR		
EES 24.02	Configurable by the County with the appropriate security (varies by organizational unit, employee group, etc.)		NR		
EES 24.03	Exit interviews		NR		
EES 24.04	Enter and review the status of suggestions provided under the employee suggestion program (future requirement)		NR		
	Training and Employee Development				
EES 25.00	System should provide the ability for employees to request training		NR		
EES 26.00	Request for training will be routed for approval using workflow.		NR		
EES 27.00	Employees should be able to view and search the course catalog and schedule of training sessions.		NR		
EES 28.00	Employees should be able to view training records completed		NR		
EES 29.00	System allows employees to submit a Tuition Reimbursement application		NR		

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EES 30.00	System allows employees to inquire on the status of the Tuition Reimbursement application they submit.		NR		
EES 31.00	System should capture class evaluation feedback through surveys or other means and determine the timeframe after training to which evaluation will be requested (e.g., complete evaluation immediately after class versus one year after class). (future)		NR		
	Employee Suggestion Program				
EES 32.00	System allows employees to submit an employee suggestion. (future requirement)		NR		
EES 33.00	System allows employees to inquire on the status of the suggestions which they submit. (future requirement)		NR		
	Safety				
EES 34.00	System allows employees and supervisors to submit a safety accident or industrial injury report. (future requirement)		NR		
EES 35.00	System allows employees to inquire on the status of the safety accident and industrial injury reports they submit. (future requirement)		NR		
EES 36.00	System provides the ability to query the status with third party administrator		NR		
	Employee Benefits & Plan Administration				
EES 37.00	System provides for web enabled employee self service benefit plan and retirement plan enrollment process.		NR		
EES 38.00	System to provide browser based employee self service capability for the following benefits administration functions:				
EES 38.01	Current benefits elections		NR		

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EES 38.02	Explanation of benefit options		NR		
EES 38.03	Open enrollment for all benefits for both employees and retirees		NR		
EES 38.04	Enrollment options (e.g., cost of two party vs. family coverage)		NR		
EES 38.05	Maintenance of dependent and beneficiary information		NR		
EES 38.06	Benefit package pricing worksheet (employee costs)		NR		
EES 38.07	Benefit eligibility checking at time of enrollment		NR		
EES 38.08	Link to third party administrators as appropriate to provide detailed information as appropriate		NR		
	Time Entry				
EES 39.00	Employees can enter timesheet information directly into electronic timesheet which is then routed for approval		NR		
EES 40.00	System provides an option for the audit of changes to the time sheet before submitted. Option may be set up via flexible user defined criteria such as organizational unit, employee group, etc.		NR		
	Leave Accounting				
EES 41.00	System should allow employees to view their leave balances (including leave subject to lapse) and request time off from their management.		NR		
EES 42.00	System should allow employees to request a Leave of Absence		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
EES 43.00	System should allow employees to submit a Long Term Disability request		NR		
EES 44.00	System should allow employees to submit a Short Term Disability request		NR		
EES 45.00	System should allow employees to submit a Military Leave request		NR		
EES 46.00	System should allow flexible user defined criteria, forms, and processes for submitting various types of leave requests		NR		
EES 47.00	System should allow employees to check on the status of all Leave Requests they submit including linking to third party administrators as required		NR		
EES 48.00	All leave request will be routed for approval using workflow.		NR		
	Payroll				
EES 49.00	System should provide self-service ability for employees to view current pay period, month-to-date, year-to-date payroll detail, and withholding information.		NR		
EES 50.00	System should provide self-service "wizard" for assisting employees in determining their proper W-4 & VA-4 tax withholding amounts (ability to do "what-if" calculations).		NR		
EES 51.00	System should allow employees to request duplicates W-2's with the request being routed using workflow.		NR		
EES 52.00	System should allow employees to model what-if scenarios for pay (457, 403(b) retirement, benefit changes, withholding changes, etc.).		NR		
EES 53.00	System allows employees to enroll and manage their U.S. Bonds deductions and purchases.		NR		
EES 54.00	System should allow employees to view the deduction detail (type of deduction, deduction amount, YTD balance, etc.).		NR		

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EES 55.00	System allows employees to request and print a duplicate check stub including gross pay, all deductions taken and the deposit amounts for each bank account.		NR		
EES 56.00	System provides employee information that is normally inserted with check stub online and via email (reduces requirement for sending additional paper with the pay stub).		NR		
	Personnel Administration				
EES 57.00	System provides option of completing performance evaluations using online (internet enabled) documents		NR		
EES 58.00	System provides for employee requestable verification of employment. Must have the capability to allow limited one-time access to third party for verification as well as production of letters to send to third parties.		NR		
EES 59.00	Employee should have the ability to inquire on their own personnel records, including:				
EES 59.01	Current job		NR		
EES 59.02	Current step		NR		
EES 59.03	Current salary		NR		
EES 59.04	Last step increase date		NR		
EES 59.05	Next step increase date		NR		
EES 59.06	Certification status		NR		
EES 59.00	System should allow employee to query to see if they are eligible for additional certifications and the associated additional pay.		NR		

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EES 60.00	System automatically provides a report at flexible, user defined timeframes prior to license / certification expiration. Timeframe is definable by license and certification type / code. Employees are able to query the system for this information as well as define how far in advance of expiration they want to be notified.		NR		
EES 61.00	System allows employees to enter Worker's Comp claims. (future requirement)		NR		
EES 62.00	System provides list of providers for Worker's Comp referral. (future requirement)		NR		
EES 63.00	System allows employees to query the database to find all classes, courses, programs, and outside training:				
EES 63.01	They have completed, with test scores and dates		NR		
EES 63.02	In which they have enrolled		NR		
EES 63.03	That teach / impart a specific skill or certification		NR		
EES 63.04	Needed for career / job / level of certification progression (classes and courses to address a skills / certification gap)		NR		

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	General Requirements				
PC 1.00	Position Control shall maintain all budgeted and authorized positions.		NR		
PC 2.00	Varies processing functions at any level in the organization structure.		NR		
PC 3.00	Controls positions/position categories at user defined levels:				
PC 3.01	Organization (user defined level)		NR		
PC 3.02	Position categories (user defined level)		NR		
PC 3.03	Program		NR		
PC 3.04	Other COA field		NR		
PC 3.05	Work location		NR		
PC 3.06	Position		NR		
PC 4.00	Maintains an unlimited number of positions.		NR		
PC 5.00	Maintains an unlimited number of position classifications.		NR		
PC 6.00	Provides for history of all changes to positions.		NR		
PC 7.00	Maintains a chronological history of authorized positions and incumbents by position.		NR		

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PC 8.00	Monitors part time positions comparing actual hours to planned hours by position.		NR		
PC 9.00	Provides individual users the option to be notified via workflow that part-time position actual hours are approaching planned hours.		NR		
PC 10.00	Functions within Position Control shall be date driven. Allowing for future dating of functionality and, where appropriate, past dating.		NR		
	Position Control				
PC 11.00	Tracks and reports all positions authorized to fill at user defined levels in an organization.		NR		
PC 12.00	Tracks and reports all budgeted positions.		NR		
PC 13.00	Tracks and reports incumbents by position and report FTE's.				
PC 14.00	Tracks and reports vacant positions.		NR		
PC 15.00	Tracks and reports other positions, such as pool positions or unassigned, unallocated positions.		NR		
PC 16.00	Provides what-if analysis for all budgeting and staffing control functions		NR		
PC 17.00	All personnel transactions will be linked to Position Control such that position data is verified/updated at the completion of each transaction (new hire, termination, transfer, etc.)		NR		
PC 18.00	Tracks all items, positions, vacancies, etc. - Position control database shall track all positions whether filled or vacant and be able to describe the positions as part time, full time, etc. as referenced above.		NR		
PC 19.00	Fully integrates with personnel actions (e.g., a new employee could not be hired until system verifies that an authorized position is, or will be, vacant at effective date of hire.		NR		
PC 20.00	Integrates with budget process to provide costs of current and proposed positions, including vacancies.		NR		
PC 21.00	Level of position control is user definable by:				
PC 21.01	Organization		NR		
PC 21.02	Position categories		NR		

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PC 21.03	Program		NR		
PC 21.04	Position pool		NR		
PC 21.05	Organization unit		NR		
PC 21.06	Other Chart of Accounts (COA) fields		NR		
PC 21.07	Job class		NR		
PC 21.08	Individual positions		NR		
PC 21.09	Grade		NR		
PC 22.00	Maintains data for different types of positions, including:				
PC 22.01	Regular		NR		
PC 22.02	Temporary		NR		
PC 22.03	Limited Term		NR		
PC 22.04	Pooled (shared)		NR		
PC 22.05	Exempt		NR		
PC 22.06	Elected Official		NR		

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PC 22.07	Contract		NR		
PC 22.08	User defined		NR		
PC 23.00	"Freezes" positions (revoke authorization to hire) at different levels based on user definable parameters		NR		
PC 24.00	Provides for a link between a frozen position and the new position (when a position is frozen to free funds or headcount to meet another need). Requires a many-to-many relationship capability.		NR		
PC 25.00	Allows the assignment of an employee to multiple positions across organizational boundaries.		NR		
PC 26.00	Allows overfilling of a position with appropriate authorization.		NR		
PC 27.00	Allows underfilling of a position with appropriate authorization (e.g., filling with a lower pay grade or title).		NR		
PC 28.00	Easily makes mass changes including:				
PC 28.01	Apply mass changes based on flexible criteria		NR		
PC 28.02	Limit access to mass change capabilities		NR		
PC 29.00	Applies retroactive changes.		NR		
PC 30.00	Track positions/items by:				
PC 30.01	Department		NR		
PC 30.02	Division		NR		

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PC 30.03	Section		NR		
PC 30.04	Budget Unit		NR		
PC 30.05	Classification		NR		
PC 30.06	Other COA field		NR		
PC 30.07	General Department Code		NR		
PC 30.08	Division/section code		NR		
PC 30.09	Multiple user defined fields (by department)		NR		
PC 30.10	Grade		NR		
PC 30.11	Position of supervisor		NR		
PC 31.00	Provides comment field for all position changes.		NR		
PC 32.00	Provide for a schematic code which allows sorting of position into logical sequence.		NR		
PC 33.00	System has the ability to archive and retrieve positions.		NR		
PC 34.00	Tracks a position based on authorization for creating position.		NR		
PC 35.00	Identifies position status: budgeted, allocated, and encumbered.		NR		

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PC 36.00	Allows the creation of user-defined position pool categories.		NR		
PC 37.00	Allows for time-limited positions to be established.		NR		
PC 38.00	Provides ability to reclassify positions and the individuals within them globally. System should maintain a history of all reclassifications.		NR		
PC 39.00	Provides ability to change account coding distributions (funding sources) associated with positions and the individuals within those positions when reclassifications occur. System should maintain a history of all reclassifications.		NR		
PC 40.00	Generates projections of payroll liabilities from filled positions and savings from vacant positions		NR		
	Data Requirements				
PC 41.00	Data structures shall provide for date driven functionality by allowing past and future dating of all relevant fields (effective dating of transactions).		NR		
PC 42.00	Provides a unique position control number of a user-defined number of alphanumeric characters.		NR		
PC 43.00	Position Budget Data includes the following:				
PC 43.01	Fiscal Year		NR		
PC 43.02	Position Budget Status (funded, unfunded, deleted)		NR		
PC 43.03	Budgeting entity (Dept. / Div. / Section)		NR		
PC 43.04	Step for computing Budgeted amount		NR		
PC 43.05	Full-time Employee Equivalents (FTE)		NR		

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PC 43.06	Budget Version		NR		
PC 43.07	Budget Amount		NR		
PC 44.00	Position Details include the following:				
PC 44.01	Position number		NR		
PC 44.02	Description		NR		
PC 44.03	Board Agenda # and date approved		NR		
PC 44.04	Position Title		NR		
PC 44.05	Class Code		NR		
PC 44.06	Position Type (Regular, Temporary, Shared, Extra Help, Temporary Upgrade, etc.)		NR		
PC 44.07	Budget hours		NR		
PC 44.08	FTE count		NR		
PC 44.09	Shift		NR		
PC 44.10	Job Share		NR		
PC 44.11	EEO Function:		NR		
PC 44.12	Location Code		NR		
PC 44.13	Position Effective Dates		NR		
PC 44.14	Approved Budgeted Limits (FTE, etc..)		NR		
PC 44.15	Status		NR		
PC 44.16	Educational / Skills / Licenses / Certificates required		NR		
PC 44.17	Physical requirements / limitations		NR		
PC 44.18	Valid Position Earnings & Differential Codes		NR		
PC 44.19	Chronological Position History		NR		

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PC 44.20	Chronological Position Incumbent History		NR		
PC 44.21	Date position vacated		NR		
PC 44.22	Position number of supervisor (for reporting hierarchy)		NR		
PC 44.23	Ten user defined fields (for generic use by each department)		NR		
PC 44.24	Requisition # and dates		NR		
PC 44.25	Workers' Compensation Category		NR		
PC 44.26	Drug Testing Requirement		NR		
	Query Requirements				
PC 45.00	Accurate, timely, and complete position information shall be available at all times to all authorized County users.		NR		
PC 46.00	Provides ability to link to a classification specification associated with each position for on-line viewing.		NR		
PC 47.00	Provides ability to locate a position by class code, budget unit, department, requisition number, employee number, and survey number.		NR		
	Reporting Requirements				
PC 48.00	Produces reports for a specific time period for all elements of position control.		NR		
PC 49.00	Sorts and produces ad-hoc reports or lists of positions on any field and order.		NR		
PC 50.00	Prints an organization chart for a selected portion of the organization, program, or function. Optionally, employees and/or positions may be shown.		NR		
PC 51.00	Generates standard reports, including, but not limited to the following:				
PC 51.01	Deleted positions by period		NR		
PC 51.02	Reallocated positions by period		NR		
PC 51.03	Aging report for vacancies		NR		
PC 51.04	Employee list by position and class		NR		
PC 51.05	Listings of vacant positions by various sorts		NR		
PC 51.06	Budgeted costs by various sorts and summaries		NR		
PC 51.07	Actual costs by various sorts and summaries		NR		
PC 51.08	FTE's encumbered - budget vs. actual by organization		NR		
PC 51.09	Frozen positions that are vacant report		NR		
PC 51.10	Incoming and outgoing employees by department		NR		
PC 51.11	Position status report (budget vs. actual by position status)		NR		

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
		General Requirements				
TA	1.00	Ability to enter timesheet information at specific or remote locations via a Web browser.		NR		
TA	2.00	Ability to enter leave at decentralized and/or central locations.		NR		
TA	3.00	Ability to accommodate electronic routing and approval for time and attendance transactions.		NR		
TA	4.00	Supervisors' ability to see detailed clock in and out punches for all employees in their department.		NR		
TA	5.00	Ability to edit employees' records.		NR		
TA	6.00	Ability to query, report on, or print on check stub leave available and taken.		NR		
TA	7.00	Ability to enter leave transactions on a daily basis and on a consolidated basis (at end of pay period).		NR		
TA	8.00	Ability to enter leave transactions by employee ID		NR		
TA	9.00	Ability to track and view leave balances (annual, court appearance, civic leave, extended sick leave, family death, family illness, jury duty, leave without pay, military leave, miscellaneous leave, donated leave, professional leave, personal leave, sick bank, and sick leave.)		NR		
TA	10.00	Ability to adjust leave balances manually, with audit trail and appropriate security.		NR		
TA	11.00	Ability to delete transactions when necessary prior to processing of hours.		NR		
TA	12.00	Ability to interface with automated time clocks systems (such as TimeTrak).		NR		

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TA 13.00	Ability to maintain different OT rates (i.e. bus aides).		NR		
TA 14.00	Ability to automatically calculate overtime adjustments when leave transactions are processed in a subsequent pay period.		NR		
TA 15.00	Ability to enter hours worked for some positions and to automatically pay salaried employees.		NR		
TA 16.00	Ability to enter leave transactions in excess of standard hours scheduled.		NR		
TA 17.00	Ability to track hours worked for substitutes and send an alert when maximum hours have been reached (convert substitutes to long-term status) based on consecutive days worked in the same assignment for the same teacher.		NR		
TA 18.00	Ability to record and track overtime that the employee is not paid but is later allowed to take (compensatory time).		NR		
TA 19.00	Ability to record and track compensatory time differently by department.		NR		
TA 20.00	Ability to enforce a maximum cap on compensatory time, after which additional hours need to be paid out.		NR		
TA 21.00	Ability to record time to reflect different work assignments.		NR		
TA 22.00	Allow codes used only for tracking purposes (such as workers' compensation, work-related injury time off, FMLA or training) that do not generate pay.		NR		
TA 23.00	Ability to pay certain types of overtime at a user-defined factor.		NR		
TA 24.00	Ability to maintain attendance records in school offices.		NR		
TA 25.00	Ability to track remote, transitory employees' (e.g., bus aides) attendance and hours worked.		NR		
TA 26.00	At the time a substitute signs in, the system creates a name tag.		NR		
TA 27.00	Ability to view leave balances that reflect leave transactions entered but not yet processed.		NR		
TA 28.00	Allow limits to be set for certain types of leave and do not allow transaction entry if limits are exceeded.		NR		

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TA 29.00	Ability to change employee status and department status.		NR		
TA 30.00	Ability to enter all corrections for site locations as necessary.		NR		
TA 31.00	Ability to pay 10 and 11 month employees over contract period or over a 12 month period.		NR		
TA 32.00	Ability to handle deductions for employment contracts of varying lengths: 10, 11, or 12 months.		NR		
TA 33.00	Ability to enter time at any time, seven days a week.		NR		
TA 34.00	Ability to calculate leave conversion real time when an employee changes positions and the leave accrual rate is different.		NR		
TA 35.00	Ability to record time in two different years at the same time (e.g., pay period that crosses over calendar year-end).		NR		
TA 36.00	Ability to generate overtime for all types of thresholds such as above 40 hours, and Public Safety Schedules as outlined by FLSA.		NR		
TA 37.00	Ability to generate holiday schedules and automatically updates eligible employee time and attendance records.		NR		
TA 38.00	Ability for each department to create work shifts of variable duration such as a 24 hour shift, a 12 hour shift, a 10 hour shift, etc.		NR		
TA 39.00	Ability to allow scheduling of shifts on an annual basis (Work patterns - A, B, and C shifts, etc. for 365 days of the year).		NR		
TA 40.00	Ability to future date transactions for processing during the appropriate pay period		NR		
TA 41.00	Ability to enter comments as necessary		NR		

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TA 42.00	Ability to enter corrections to transactions previously entered and print an edit of these transactions.		NR		
TA 43.00	Ability to enter time transactions by date.		NR		
TA 44.00	Ability to enter and compute overtime in 1/4 hour increments.		NR		
TA 45.00	Ability to record time on a daily basis.		NR		
TA 46.00	Ability to enter time at remote locations (i.e., group homes) and obtain supervisory approvals.		NR		
TA 47.00	Ability to calculate, in real time, the restated leave balance when an employee transfers from a schedule where leave is earned at one rate to a schedule that earns leave at a different rate.		NR		
TA 48.00	Ability to use the sick bank function.		NR		
TA 49.00	Ability to record and track compensatory overtime leave as required under the FLSA for non-exempt employees in accordance with policies that vary between County and School work schedules as well as at the department level for exempt employees.		NR		
TA 50.00	Ability to make retroactive changes with the appropriate pay action in the current cycle.		NR		
TA 51.00	Ability to define edits/rules that check leave codes as they are entered		NR		
TA 52.00	Ability to establish various work schedules and to edit hours entered based on an employees assigned work schedule		NR		
TA 53.00	Ability to provide user defined workflow for leave requests.		NR		
TA 54.00	Ability to prohibit the request or leave that is in excess of leave balance in the case of paid leave or policy maximums in the case of unpaid leave. This must be user definable by type of leave.		NR		
TA 55.00	Ability to provide flexible workflow for review and approval of timesheets.		NR		

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TA 56.00	Ability to specify when each type of leave is calculated (by pay period, by month, or other user defined interval.)		NR		
TA 57.00	Ability to validate against leave accrued prior to usage and payment to ensure appropriate balance is available.		NR		
TA 58.00	Leave types may be coded to allow or prohibit payment in the same period accrued.		NR		
TA 59.00	Ability to transfer donated leave according to user defined rules.		NR		
TA 60.00	Ability to accommodate sick banks or pools.		NR		
TA 61.00	Ability to accrue leave balances at different times and paces, by department.		NR		
TA 62.00	Ability to award floating holidays based on user-defined criteria.		NR		
TA 63.00	Ability to enforce holiday usage rules (e.g., paid status before and/or after holiday) which can vary by department.		NR		
TA 64.00	Ability to disallow usage of paid holiday to certain "classes" of employees (e.g., 10-month school employees).		NR		
TA 65.00	Ability for tickler or notification system to alert supervisors to certain user-defined events, such as absences of two weeks or more.		NR		
TA 66.00	Ability to calculate cash payout of leave balances upon retirement or termination.		NR		
TA 67.00	Ability to enter task or activity codes at time of time entry.		NR		
TA 68.00	Ability to enter project and/or grant information at time of time entry.		NR		
TA 69.00	Ability to identify available task codes by department.		NR		

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TA 70.00	Ability to generate time studies from information entered in time tracking system.		NR		
TA 71.00	Ability to accommodate fluctuating work weeks (32/48, 35/45) and monitor against FLSA guidelines.		NR		
	Reporting/Queries				
TA 72.00	Ability to view and print a summary of employees' hours worked for the pay period.		NR		
TA 73.00	Ability to provide a financial view of hours worked, vacation taken, and disability tracking to determine remaining budget dollars.		NR		
TA 74.00	Ability to print time & attendance worksheets for locations not having computer access.		NR		
TA 75.00	Ability to query or access time records based on employee ID number.		NR		
TA 76.00	Ability to enter, query, report by social security number, name, department, or other unique identifier.		NR		
TA 77.00	Ability to provide exception reports after time input that will capture a variety of incidents, including: no time for active employee, excessive overtime, employees not paid and not on leave, overtime for FLSA, employees on long term leave, employees		NR		
TA 78.00	Ability for appropriate department staff to run and print reports at their location.		NR		
TA 79.00	Ability to produce a report of all leave transactions entered.		NR		
TA 80.00	Ability to provide for notification of specified individual when a user defined balance is reached by type of leave.		NR		
TA 81.00	Ability to provide notifications to employees of leave that will be lost (e.g., annual leave when max carryover is exceeded).		NR		

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	General Requirements				
TR 1.00	System should provide for the definition of a standard education and career development curriculum based on position, skill category, and other criteria. This capability allows supervisors to work with their subordinates to establish a career		NR		
TR 2.00	System should provide for planning of future training:				
TR 2.01	Classes/sessions to be given		NR		
TR 2.02	Number of employees to be trained		NR		
TR 2.03	Projected cost of training (internal and external costs)		NR		
TR 2.04	Opportunity cost of employees attending training		NR		
TR 2.05	Source of funding		NR		
TR 2.06	Track actuals against plan		NR		
TR 3.00	System should provide for the definition of a career development plan, including standard and alternative career paths.		NR		
TR 4.00	System shall support the functions of training, employee development, skills tracking, testing, licenses, and certifications. At a minimum, the following broad functions will be supported				
TR 4.01	Creation, tracking and maintenance of lessons (the lowest grouping of items taught - same lesson can belong to more than one class)		NR		
TR 4.02	Creation, tracking, and maintenance of classes (a group of one or more lessons - same class can belong to more than one course)		NR		
TR 4.03	Creation, tracking and maintenance of courses (a group of one or more classes - same course can belong to more than one program)		NR		

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TR 4.04	Creation, tracking, and maintenance of programs / curriculums (a group of one or more courses)		NR		
TR 4.05	Tracking of Outside Training - training provided by other agencies, vendors, and organizations		NR		
TR 4.06	The tracking of skills, certifications, licenses and Continuing Professional Education (CPE) credits obtained by successful completion of a lesson, class, course, program, or outside training. (future requirement)		NR		
TR 4.07	Tracking of employee training and enrollment in classes, courses, programs, and outside training, including Continuing Professional Education (CPE) and Continuing Professional Training (CPT) credits.		NR		
TR 5.00	Provide the capability to track and report direct costs for training including costs for training instructor(s) (whether staff time or contractor-provided), venue cost, travel expenses, materials, etc. by individual, course, chart of accounts, for user defined time periods. (future requirement)		NR		
TR 6.00	Provide the capability to track and report indirect costs for training including employee time by classification, hourly cost linked to a salary table, etc. by individual, course, chart of accounts, etc. (future requirement)		NR		
TR 7.00	Provide the capability to book conference rooms directly or through on-line links to facilities management programs. (future requirement)		NR		
TR 8.00	Provide the capability to display on-line calendars with filters for viewing different categories of training programs and capability to download a schedule to a PDA or personal calendar. (future requirement)		NR		
TR 9.00	Provide the capability to track and report budget and statistical information such as fund, revenue source, no. of persons per workshop, date of workshop, priority rating, training date, justification statements, organization, program, etc. (future requirement)		NR		
TR 10.00	Provide on-line inquiry screens that displays training data including but not limited to budget and financial information. (future requirement)		NR		
TR 11.00	Provide on-line approval of training budget requests based on varying levels of security as defined by the department. (future requirement)		NR		
TR 12.00	Provide the capability to summarize varying levels of chart of account codes such as organization, expenditure, and fund levels, etc. (future requirement)		NR		
	Learning and Development				
TR 13.00	System tracks classes and courses needed for career / job progression planning and for required prerequisites for employees. (future requirement)		NR		

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TR 14.00	Allows for the recording of prerequisites for courses (other courses, entry exams, certifications, licenses, etc.).		NR		
TR 15.00	Monitor prerequisites by employee when enrollment in classes takes place and prohibit (with override capability) enrollment if prerequisites are not satisfied.		NR		
TR 16.00	System provides the ability to produce a course catalog and schedule of training sessions.		NR		
TR 17.00	Employees should be able to view and search the course catalog and schedule of training sessions.		NR		
TR 18.00	System is capable of tracking which lessons, classes, courses, programs, and outside training are mandatory. In addition to general lesson, class, course, and training session information, each Mandatory Training entry must include:				
TR 18.01	Frequency		NR		
TR 18.02	Reason for being mandated		NR		
TR 18.03	Mandating Agency / Organization		NR		
TR 19.00	Mandatory Training can be displayed and updated when any individual lesson, class, course, program, or outside training is created and/or updated.		NR		
TR 20.00	System reports scheduled training sessions and anticipated attendance list for a specific population that has an identified need for training.		NR		
TR 21.00	System generates a list of registered trainees for a particular training session.		NR		
TR 22.00	System calculates the number of training sessions required to train various populations according to flexible criteria including those below. The results would be available for the training coordinators' use for flexible scheduling and enrollment. (future requirement)				
TR 22.01	Everyone reported deficient for a specified period of time (future requirement)		NR		
TR 22.02	Employee classification, sub-classification title (future requirement)		NR		

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TR 22.03	Job assignment (role / task / assignment) (future requirement)		NR		
TR 22.04	Unit of assignment (organizational structure) (future requirement)		NR		
TR 22.05	Employee work location (future requirement)		NR		
TR 23.00	Any Lesson, Class, Course, or Program can be scheduled as a training session. The training session inherits information as appropriate (see Data Requirements section) from the referenced lesson, class, course, or program.		NR		
TR 24.00	System creates a training session outline that lists all the lessons, classes, courses, and programs associated with the training session. (future requirement)		NR		
TR 25.00	System flexibly allows groups of employees to be associated with a staff development training coordinator for their functional development needs. Association may be by position, work location, classification, organizational structure, etc.		NR		
TR 26.00	System allows for designation of a logistical training coordinator to be associated with specific training sessions.		NR		
TR 27.00	System allows for designation of a subject matter training coordinator to be associated with a set of lessons / classes / courses / programs.		NR		
TR 28.00	System notifies all appropriate training coordinators of a planned training session.		NR		
TR 29.00	Specified users can enroll employees in a specific training session.		NR		
TR 30.00	System creates a wait list when training session maximum enrollment is reached.		NR		
TR 31.00	System lists replacements for the training session roster based on the most deficient employee, or the position of the employee in the wait list queue. (future requirement)		NR		
TR 32.00	System creates the appropriate roster for the training session in a predefined modifiable format.		NR		
TR 33.00	System generates and prints notification of results letter (email or standard) with variable fields (e.g., confirmed, waiting list, full, etc.).		NR		

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TR 34.00	System records attendance of an attendee at a training session (lesson, class, course, program, or outside training) in hours and minutes.		NR		
TR 35.00	System tracks attendance of a lesson, class, course, or outside training based upon attendance of a training session inclusive of that lesson, class, or course.		NR		
TR 36.00	System tracks the grade achieved by an attendee for a lesson, class, course, or outside training based upon grade achieved at a training session inclusive of that lesson, class, course, or outside training. (future requirement)		NR		
TR 37.00	System updates training session roster based on actual attendance at the completion of the training.		NR		
TR 38.00	System will automatically update skills / certifications / licenses of attendees who have met the course completion (time) and grade requirements.		NR		
TR 39.00	System should support download of data to Personal Digital Assistants (PDAs) for use in appropriate situations such as recording training session attendance. (future requirement)		NR		
TR 40.00	System should support identification of employees and contractors via 'swiping' of badges for appropriate situations such as recording attendance at a training session, signing into the rifle range for ammunition allowance, etc. (future requirement)		NR		
TR 41.00	System notifies the employee's training coordinator and supervisor if actual attendance hours don't match the planned attendance hours (if employee missed part of the training session). The level of missed class time allowable may be set by the user. (future requirement)		NR		
TR 42.00	System produces predefined modifiable class rosters for vendors and other agencies when training sessions are at full capacity and are confirmed.		NR		
TR 43.00	System will generate at least the following notification letters (paper and/or email):				
TR 43.01	Wait list notification to employee with copy to manager		NR		
TR 43.02	Closed class notification to employee with copy to manager		NR		
TR 43.03	Confirmation of class notification to employee with copy to manager		NR		

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TR 43.04	No-show and cancellation notifications to employee with copy to manager		NR		
TR 44.00	System will generate customizable notification forms by user definable criteria (department for example) at a predefined period of time prior to the start of the training session. (future requirement)		NR		
TR 45.00	System will generate labels for mass notification mailings.		NR		
TR 46.00	For each training session, system records and reports planned and actual information (see Training Session requirements in Data Requirements section below).		NR		
TR 47.00	For each training session, system notifies instructors and enrollees (email / paper / TTY) of:				
TR 47.01	Location		NR		
TR 47.02	Logistical requirements		NR		
TR 47.03	Supplies needed		NR		
TR 47.04	Pework		NR		
TR 48.00	System should provide the ability for supervisors (may be multiple levels) to authorize training requests.		NR		
TR 49.00	System should provide the ability for employees to request training using a standard Web based browser.		NR		
TR 50.00	For applicants, system should track training for specific job classification (multiple text entries). (future requirement)		NR		
TR 51.00	For applicants, system should track qualifications for specific job classification (multiple text entries). (future requirement)		NR		
TR 52.00	System will track the following information on instructors:				
TR 52.01	Instruction certification by which lessons, classes, courses, or programs		NR		
TR 52.02	Which classes, courses and training sessions they instruct, even if the County does not offer that training.		NR		

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TR 53.00	System should provide for easy and flexible interfacing with non-County institutions such as community colleges for: (future requirement)				
TR 53.01	Attendance (including credit hours certifications, grades, etc.) (future requirement)		NR		
TR 53.02	Billing (future requirement)		NR		
TR 54.00	System should support non-County attendees with functionality including:		NR		
TR 54.01	Enrollment		NR		
TR 54.02	Attendance tracking (by person)		NR		
TR 54.03	Identification of the outside attendee's training coordinator (name and contact information)		NR		
TR 54.04	Billing (flexible rules according to class, course, offering agency, attending agency/organization, etc.)		NR		
TR 54.05	Limitation of number of training session slots available to outside agencies / organizations (future requirement)		NR		
TR 54.06	Prioritization of training session slots by outside agency / organization (future requirement)		NR		
TR 54.07	Automatic increase of (or reminder to training session coordinator to increase) number slots available for outside agencies / organizations at a predetermined time period prior to the start of the training session. (future requirement)		NR		
	Tuition Reimbursement				
TR 55.00	System should support the Tuition Reimbursement program including:				
TR 55.01	Courses enrolled in / completed		NR		
TR 55.02	Units enrolled in / completed		NR		
TR 55.03	Total cost reimbursed and remainder available		NR		
TR 55.04	Summary and detailed reports		NR		
TR 56.00	Employee should be able to request tuition reimbursement via Employee Self Service and track the status of the request and payment.		NR		
TR 57.00	System tracks situations where employee is required to maintain employment for a certain period of time after the completion of training and notify designated personnel when employee terminates prior to the time period.		NR		
	Testing and Examinations (all future requirements)				
TR 58.00	System is capable of recording unlimited versions of tests and related answer keys over time for any training.		NR		
TR 59.00	Scoring / Pass / Fail criteria can be recorded in one or more of the following ways for each unique test number and grade achievement:				
TR 59.01	Attend (Y/N)		NR		

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TR 59.02	Time results		NR		
TR 59.03	Passing grade		NR		
TR 59.04	Skills score		NR		
TR 59.05	Raw score (numeric)		NR		
TR 59.06	Pass / Fail		NR		
TR 59.07	Percentage score		NR		
TR 59.08	Interview score		NR		
TR 59.09	Physical agility component (timed and scored)		NR		
TR 59.10	Other scoring (user defined)		NR		
TR 59.11	Comments		NR		
TR 60.00	Exams required can be based on a position in the Department.		NR		
TR 61.00	System tracks matching answer keys to valid tests (recorded in the same manner as the tests and there can be multiple keys to each test with valid dates and person authorizing).		NR		
TR 62.00	System will track the following information for each answer key:				
TR 62.01	Unique test number that the answer key maps to		NR		
TR 62.02	Unique answer key number		NR		
TR 62.03	Reference to paper file		NR		
TR 62.04	Link to electronic file		NR		
TR 62.05	Valid dates		NR		
TR 62.06	Person authorizing		NR		
TR 63.00	System records test data by person, linked to the person's information in the Personnel module, including:				
TR 63.01	Pass / Fail		NR		
TR 63.02	Unique test number (version of the test taken)		NR		
TR 63.03	Test date and time		NR		
TR 63.04	Person or persons conducting the specific test		NR		
TR 63.05	Comments		NR		
TR 64.00	System provides for a test analysis feature by correlating the number of correct responses to the top candidates to determine best test questions.		NR		
TR 65.00	System provides for an exam item bank with lists of numerous questions by exam objective.		NR		
	Training Session Evaluations (all future requirements)				
TR 66.00	System tracks evaluation information:				
TR 66.01	Dates evaluation completed		NR		
TR 66.02	Dates evaluation received		NR		
TR 66.03	Dates evaluation summary report by class number		NR		
TR 66.04	Generation of letter to attendees		NR		

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TR 67.00	System allows evaluations to be completed in flexible, user-defined formats such as Word form, link to a web page, etc.		NR		
TR 68.00	System allows evaluations to be completed immediately upon completion of the training session or after a specified period of time to evaluate impact on job knowledge and/or performance		NR		
TR 69.00	System allows evaluations to be completed by attendees' supervisor to evaluate impact on job knowledge and/or performance		NR		
TR 70.00	System automatically populates completed training session information into performance assessment forms		NR		
TR 71.00	System automatically populates supervisors' training evaluations of job performance after training into performance assessment forms		NR		
TR 72.00	System allows for both anonymous and non-anonymous feedback based on user option		NR		
TR 73.00	System allows for flexible evaluation definition and creation for at least the following criteria:				
TR 73.01	By instructor		NR		
TR 73.02	By module		NR		
TR 73.03	For overall course or program		NR		
TR 74.00	System should provide for easy and flexible interfacing with non-County institutions such as community colleges for evaluation information		NR		
	Data Requirements				
TR 75.00	System tracks at least the following logistical information for each lesson, class, course, program, outside training, and exam location:				
TR 75.01	Specific educational or logistical requirement (future requirement)		NR		
TR 75.02	Cost to provide that requirement (future requirement)		NR		
TR 75.03	Class / training location		NR		
TR 75.04	Class / training address (future requirement)		NR		
TR 75.05	Maximum number of students or capacity		NR		
TR 75.06	Minimum number of students or capacity		NR		
TR 75.07	Room number		NR		
TR 75.08	Contact name		NR		
TR 75.09	Contact telephone number		NR		
TR 75.10	Lesson / class instructor or trainer (unlimited number)		NR		
TR 75.11	Cost for specific instructor or trainer (future requirement)		NR		
TR 75.12	Number of instructors or trainers required (future requirement)		NR		
TR 75.13	Valid training dates (future requirement)		NR		
TR 75.14	Directions (future requirement)		NR		
TR 75.15	ADA access information (future requirement)		NR		

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TR 75.16	Included equipment (unlimited list) (future requirement)		NR		
TR 76.00	System tracks at least the following data on each lesson				
TR 76.01	Lesson name		NR		
TR 76.02	Lesson number		NR		
TR 76.03	Lesson description		NR		
TR 76.04	Valid lesson start date		NR		
TR 76.05	Valid lesson end date		NR		
TR 76.06	Person authorizing lesson (future requirement)		NR		
TR 76.07	Authorization date (future requirement)		NR		
TR 76.08	Classes in which lesson is included		NR		
TR 76.09	Prerequisites		NR		
TR 76.10	Status (proposed / pilot / approved / obsolete / etc) (future requirement)		NR		
TR 76.11	Cross reference to Testing Matrix or Mandatory Training Matrix (if applicable) (future requirement)		NR		
TR 77.00	System tracks at least the following data on each Class:				
TR 77.01	Prerequisites (unlimited number)		NR		
TR 77.02	Class name		NR		
TR 77.03	Class number		NR		
TR 77.04	Class description		NR		
TR 77.05	Valid Class start date		NR		
TR 77.06	Valid Class end date		NR		
TR 77.07	Courses of which class is a part		NR		
TR 77.08	Employees enrolled		NR		
TR 77.09	Lessons (names and numbers) that make up the class (unlimited number)		NR		
TR 77.10	Status (proposed / pilot / approved / obsolete / etc) (future requirement)		NR		
TR 77.11	Person authorizing subject (future requirement)		NR		
TR 77.12	Authorization date (future requirement)		NR		
TR 77.13	External certification number (unlimited number) (future requirement)		NR		
TR 77.14	Vendor / Department / Organization certifying (future requirement)		NR		
TR 77.15	Certification start date (future requirement)		NR		
TR 77.16	Certification end date (future requirement)		NR		
TR 77.17	Direct costs additional to lesson costs (10 user defined areas and related costs) (future requirement)		NR		
TR 77.18	Comments (future requirement)		NR		
TR 77.19	Cross reference to Testing Matrix or Mandatory Training Matrix (if applicable) (future requirement)		NR		
TR 78.00	System tracks at least the following data on each Course:				
TR 78.01	Prerequisites (unlimited number)		NR		
TR 78.02	Status (proposed / pilot / approved / obsolete / etc) (future requirement)		NR		
TR 78.03	Course name		NR		

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TR 78.04	Course number		NR		
TR 78.05	Course description		NR		
TR 78.06	Classes (names and numbers) that make up the course (unlimited number)		NR		
TR 78.07	Course goals		NR		
TR 78.08	Valid course start date		NR		
TR 78.09	Valid course end date		NR		
TR 78.10	Person authorizing subject (future requirement)		NR		
TR 78.11	Authorization date (future requirement)		NR		
TR 78.12	External certification number (unlimited number) (future requirement)		NR		
TR 78.13	Vendor / Department / Organization certifying (future requirement)		NR		
TR 78.14	Certification start date (future requirement)		NR		
TR 78.15	Certification end date (future requirement)		NR		
TR 78.16	Direct costs additional to class costs (10 user defined areas and related costs) (future requirement)		NR		
TR 78.17	Comments (future requirement)		NR		
TR 78.18	Cross reference to Testing Matrix or Mandatory Training Matrix (if applicable) (future requirement)		NR		
TR 79.00	System tracks at least the following data on each Program				
TR 79.01	Prerequisites (unlimited number)		NR		
TR 79.02	Program name		NR		
TR 79.03	Program number		NR		
TR 79.04	Program description		NR		
TR 79.05	Program goals		NR		
TR 79.06	Person authorizing subject		NR		
TR 79.07	Authorization date		NR		
TR 79.08	Courses (names and numbers) that make up the program (unlimited number)		NR		
TR 79.09	Valid program start date		NR		
TR 79.10	Valid program end date		NR		
TR 79.11	External certification number (unlimited number) (future requirement)		NR		
TR 79.12	Vendor / Agency / Organization certifying (future requirement)		NR		
TR 79.13	Certification start date (future requirement)		NR		
TR 79.14	Certification end date (future requirement)		NR		
TR 79.15	Direct costs additional to course costs (10 user defined areas and related costs) (future requirement)		NR		
TR 79.16	Comments (future requirement)		NR		
TR 79.17	Cross reference to Testing Matrix or Mandatory Training Matrix (if applicable) (future requirement)		NR		
TR 80.00	System tracks at least the following data on each Outside Training class:				
TR 80.01	Prerequisites (unlimited number)		NR		

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TR 80.02	Outside Training name		NR		
TR 80.03	Outside Training number		NR		
TR 80.04	Outside Training description		NR		
TR 80.05	Outside Training confirmation number provided by school or vendor		NR		
TR 80.06	School or Vendor name		NR		
TR 80.07	Method of Payment (P. O., etc.)		NR		
TR 80.08	Purchase order number / sub-number		NR		
TR 80.09	Billing location		NR		
TR 80.10	Contact information for school or vendor		NR		
TR 80.11	Person authorizing outside training		NR		
TR 80.12	Authorization date		NR		
TR 80.13	Registration date		NR		
TR 80.14	Valid training dates for outside training authorization		NR		
TR 80.15	Training documentation (text, reference to paper file, link to electronic file)		NR		
TR 80.16	Number of college / continuing education units accredited and from which school		NR		
TR 80.17	Comments		NR		
TR 80.18	Cross reference to Testing Matrix or Mandatory Training Matrix (if applicable) (future requirement)		NR		
TR 81.00	System tracks at least the following data for each session of Outside Training courses with multiple sessions:				
TR 81.01	Training location		NR		
TR 81.02	Authorization date		NR		
TR 81.03	Cost for each student		NR		
TR 81.04	Training start dates (multiple)		NR		
TR 81.05	Training end dates (multiple)		NR		
TR 81.06	Person authorizing specific outside training session		NR		
TR 81.07	Valid dates for outside training authorization		NR		
TR 81.08	Persons enrolled		NR		
TR 81.09	Number of days attended by person		NR		
TR 81.10	Comments		NR		
TR 82.00	System tracks at least the following data for each training session. The training session inherits information as appropriate from the referenced lesson, class, course, or program.				
TR 82.01	Employee name		NR		
TR 82.02	Employee number		NR		
TR 82.03	Link to Personnel module for employee information:		NR		
TR 82.04	Hire date		NR		
TR 82.05	Employee classification title		NR		
TR 82.06	Employee sub-classification title (future requirement)		NR		

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TR 82.07	Job assignment (role / task / assignment) (future requirement)		NR		
TR 82.08	Unit of assignment (organizational structure)		NR		
TR 82.09	Enrollees		NR		
TR 82.10	Attendees		NR		
TR 82.11	Cancellations		NR		
TR 82.12	Valid start and end dates		NR		
TR 82.13	Person authorizing		NR		
TR 82.14	Authorization date		NR		
TR 82.15	Lesson / class / course / program names and numbers		NR		
TR 82.16	Planned and actual start date/time and end date/time for overall training session		NR		
TR 82.17	Planned and actual start date/time and end date/time of each component (lesson, class, course, or user defined) of the training session		NR		
TR 82.18	Planned and actual physical location including the following information				
TR 82.19	Materials / Prework		NR		
TR 82.20	Training aids		NR		
TR 82.21	Administrative contact		NR		
TR 82.22	Equipment / supplies (unlimited list)		NR		
TR 82.23	Capacity		NR		
TR 82.24	Address / logistical information / logistical requirements		NR		
TR 82.25	Planned instructor (unlimited number linked to the instructors for the lesson to enable selection) (future requirement)		NR		
TR 82.26	Actual instructor (unlimited number linked to the instructors for the lesson to enable selection)		NR		
TR 82.27	Actual overall cost (reference costs from lesson, class, course, or program where applicable as well as user defined costs) (future requirement)		NR		
TR 82.28	Training coordinator (employee responsible for organizing training session)		NR		
TR 82.29	Training session evaluation (future requirement)		NR		
TR 82.30	Instructor evaluation (future requirement)		NR		
TR 82.31	Cancellation deadline		NR		
TR 82.32	Seat allocation by unit of assignment		NR		
TR 82.33	Cancellation penalties (future requirement)		NR		
	Query Requirements				
TR 83.00	System allows employees to query the database to find all classes, courses, programs, and outside training:				
TR 83.01	They have completed, with test scores and dates		NR		
TR 83.02	In which they have enrolled		NR		
TR 83.03	That teach / impart a specific skill or certification		NR		
TR 83.04	Needed for career / job / level of certification progression (classes and courses to address a skills / certification gap)		NR		

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TR 84.00	System allows flexible queries that allows the analysis of lesson, class, course, program and outside training information including:				
TR 84.01	Offerings (training sessions)		NR		
TR 84.02	Attendance		NR		
TR 84.03	Costs (future requirement)		NR		
TR 84.04	Over periods of time		NR		
TR 85.00	System allows flexible queries that allows the analysis of training, license, and certification gaps.		NR		
	Reporting Requirements		NR		
TR 86.00	System produces detailed and summary ad-hoc and regularly scheduled reports of employees who are deficient in mandatory training during a given time period using flexible, user defined criteria including:				
TR 86.01	Employee classification / sub-classification title		NR		
TR 86.02	Job assignment (role / task / assignment)		NR		
TR 86.03	Unit of assignment (organizational structure)		NR		
TR 86.04	Employee work location		NR		
TR 86.05	Class / Course title, number, etc.		NR		
TR 87.00	System provides a detailed report of cancellations and no-shows.		NR		
TR 88.00	System provides a report of training session, lesson, class, course, program, and outside training attendance.		NR		
TR 89.00	System provides following reports:		NR		
TR 89.01	Budget expenditures (actual versus budget by employee classification, sub-classification, job assignment, unit of assignment, work location, etc.) (future requirement)		NR		
TR 89.02	Completed training by lesson, class, course, program, outside training		NR		
TR 89.03	Budget expenditures (by lesson, class, course, program, outside training) (future requirement)		NR		
TR 89.04	Completed training by vendor, training, other agencies, etc		NR		

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	General Requirements				
PA 1.00	The Personnel component will maintain and make available extensive information pertaining to each employee, including employee demographics and chronological history of employment.		NR		
PA 2.00	System must store and retrieve employee data in numerous individual and aggregate formats for such purposes as service awards, performance evaluations, employee suggestion program, FLSA and EEO-4 reporting and employee training history and skills bank.		NR		
PA 3.00	System must allow the maintenance of an employee's data to be accomplished by all key departments that have the need and the security to review/edit this data.		NR		
PA 4.00	The Personnel component will maintain and support all the basic employee data through the life of the employee's involvement with the County/School. The Personnel record for the employee begins at the time the individual's application is accepted for employment consideration. Maintenance continues through the hiring process, through all promotions, transfers, job changes and other personnel changes.		NR		
PA 5.00	System supports functionality for employee contracts, temporary workers, volunteers, former employees, and other non-employees.		NR		
PA 6.00	For employee contract / temporary workers, system integrates with the appropriate contract defined in Contract Administration		NR		
PA 7.00	Maintenance includes supporting requests from outside agencies regarding employment issues as well as for Retirement and COBRA needs.		NR		
PA 8.00	Personnel Administration will be integrated with all components of the Integrated system including				
PA 8.01	Benefit Administration		NR		
PA 8.02	Position Control		NR		
PA 8.03	Applicant Tracking		NR		

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PA 8.04	Personnel requisitions		NR		
PA 8.05	Payroll		NR		
PA 8.06	Employee self-service		NR		
PA 8.07	Procurement		NR		
PA 8.08	Financial information		NR		
PA 8.09	Training		NR		
PA 8.10	Compensation		NR		
PA 9.00	System can interface with the County's Risk Management System (Marsh's "STARS" product)		NR		
PA 10.00	Integration with the Benefits component would provide that module with data specific to the benefit plans in which each employee is enrolled.		NR		
PA 11.00	Personnel Administration (PA) will share with the Position Control component specific data regarding positions, both vacant and filled, as well as various other categories. The Position Control component would provide for validations at the time of entry, particularly for new hires and transfers.		NR		
PA 12.00	System assigns and tracks multiple restrictions and / or requirements to position (i.e., physical requirements / restrictions, licenses, fingerprinting, drug program, criminal history, certifications, etc.). Flexibility available in this area to allow for differences in departments.		NR		
PA 13.00	System should provide that new hire or employee change data be edited against the position table for class and salary grade/pay level.		NR		

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PA 14.00	System should allow employee to designate address and contact information as available for release.		NR		
PA 15.00	System should provide for the creation of user-defined employee checklists for various processing activities such as new hire and separation.		NR		
PA 16.00	System should provide ability to designate any employee information data as "confidential" and restrict access accordingly through security.		NR		
PA 17.00	System should support the tracking of Employment Eligibility Verification (I-9s).		NR		
PA 18.00	Ability to link one position to another for the purpose of identifying superior/subordinate relationships.		NR		
PA 19.00	When an employee occupies more than one position, the system must provide the ability to designate one as primary		NR		
PA 20.00	System should allow for the tracking of variable probationary periods (e.g., for new hires, after promotions, for performance reasons) which are different from the standard for the job class.		NR		
PA 21.00	System maintains multiple hire dates or adjusted service dates.		NR		
PA 22.00	Provide support for recording and tracking of employment outside of the County (e.g., law enforcement restrictions).		NR		
PA 23.00	System tracks an employee's health status such as physical restrictions or work limitations.		NR		
PA 24.00	System tracks students or other employees on work visas		NR		
PA 25.00	The data the employee can change online may vary by department, organizational unit, employee group, etc. and other flexible, user defined criteria.		NR		

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PA 26.00	When updating personal information, the system should inform the employee of the required supporting documentation and the process for submitting it (varies by organizational unit, employee group, etc.). The system should also support automated workflow for the backend processes/notifications associated with the specific data change.		NR		
PA 27.00	Provide for notification of employees for various personnel events specified throughout the Human Resources requirements. Notification will be via County email, personal email, or letter.		NR		
PA 28.00	System produces annual file for Social Security Administration for reconciliation of SSN's.		NR		
PA 29.00	System easily processes reorganization. Capabilities that must be included are:				
PA 29.01	Move organization units between higher level organization units		NR		
PA 29.02	Combine organization units of the same level		NR		
PA 29.03	Provide analysis capability for financial and position information that reflects both before and after the reorganization ("what if")		NR		
PA 29.04	Provide history on all reorganizations		NR		
PA 30.00	Reorganizations and terminations shall also update personnel, payroll, position control, budget, and financial information as appropriate once approved and accepted.		NR		
PA 31.00	System should provide ability to reclassify positions and the individuals within those positions globally. System should maintain a history of all reclassifications.		NR		
PA 32.00	System should provide ability to link the FLSA status to a position and provide the option to override the FLSA status through the employee assignment.		NR		
PA 33.00	System should provide ability to maintain shift information (authorization for shift activity, percentage of hourly shift differential) associated with a position.		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
	Employee Data				
PA 34.00	The System should have the ability to maintain at least the following minimum information on the Employee's Master File.				
PA 34.01	Employee name		NR		
PA 34.02	Employee number		NR		
PA 34.03	Social Security number		NR		
PA 34.04	Maiden/former name/aliases/nicknames		NR		
PA 34.05	Birth date		NR		
PA 34.06	Prior Social Security number		NR		
PA 34.07	Multiple addresses		NR		
PA 34.08	Multiple telephone numbers		NR		
PA 34.09	Home email address		NR		
PA 34.10	County email address		NR		
PA 34.11	EEO code		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 34.12	Race		NR		
PA 34.13	Ethnicity		NR		
PA 34.14	Blood type		NR		
PA 34.15	Work site		NR		
PA 34.16	Pay location		NR		
PA 34.17	Employee ID number		NR		
PA 34.18	Police/Sheriff/Fire badge number		NR		
PA 34.19	Equipment issued to employees: phone, laptop, keys, guns, badge etc.		NR		
PA 34.20	County Employee Spouse and birthdate		NR		
PA 34.21	Emergency contact name		NR		
PA 34.22	Budget Unit		NR		
PA 34.23	Original service/hire date		NR		
PA 34.24	Adjusted service/hire date		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 34.25	Emergency. contact relationship		NR		
PA 34.26	Employee status		NR		
PA 34.27	Current service/hire date		NR		
PA 34.28	Marital status		NR		
PA 34.29	Promotion dates		NR		
PA 34.30	Job classification code and title		NR		
PA 34.31	Facilities number		NR		
PA 34.32	FLSA category		NR		
PA 34.33	Immunizations		NR		
PA 34.34	Payroll distribution number		NR		
PA 34.35	Department/Division		NR		
PA 34.36	Position control number		NR		
PA 34.37	Termination date		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 34.38	Prior position		NR		
PA 34.39	Prior position effective date		NR		
PA 34.40	Annual Leave Plan Code		NR		
PA 34.41	Current position		NR		
PA 34.42	Current position effective date		NR		
PA 34.43	Benefits codes		NR		
PA 34.44	All salary information		NR		
PA 34.45	All salary info effective dates		NR		
PA 34.46	Medical Restrictions		NR		
PA 34.47	Background check (state, federal)		NR		
PA 34.48	Fingerprints Submitted, Received, passed		NR		
PA 34.49	Immigration Status (I9)		NR		
PA 34.50	Maintain Links To Assigned County Assets		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 34.51	Disability tracking		NR		
PA 34.52	Termination reason		NR		
PA 34.53	Termination code		NR		
PA 34.54	Rehire status		NR		
PA 34.55	Family leave (Federal & State)		NR		
PA 34.56	Drivers license number		NR		
PA 34.57	Drivers license expiration date		NR		
PA 34.58	Insurance certificate		NR		
PA 34.59	Claims against County		NR		
PA 34.60	Vehicle damage claim		NR		
PA 34.61	Personal damage claim		NR		
PA 34.62	Termination reason		NR		
PA 34.63	Gender		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 34.64	Approved LWOP		NR		
PA 34.65	Undergraduate degree(s)		NR		
PA 34.66	Graduate degree(s)		NR		
PA 34.67	College(s) attended		NR		
PA 34.68	High school diploma		NR		
PA 35.00	The system is able to attach scanned images such as degree and other certificates to the employee's educational information.		NR		
PA 36.00	System maintains multiple categories of employee status (e.g., employee may be on leave, while concurrently performing non-contractual assignment).		NR		
PA 37.00	System maintains and reports at least the following attendance data:				
PA 37.01	Absences by date		NR		
PA 37.02	Absences by type		NR		
PA 37.03	Leave status		NR		
PA 37.04	Medical / Sick		NR		
PA 37.05	LWOP		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 37.06	Overtime paid		NR		
PA 37.07	Suspension		NR		
PA 37.08	Overtime earned		NR		
PA 37.09	Workers' compensation		NR		
PA 37.10	Sick leave hours		NR		
PA 37.11	Compensatory time taken		NR		
PA 37.12	FMLA		NR		
PA 37.13	Short term disability		NR		
PA 37.14	Other		NR		
	Employee Maintenance / Personnel Data Changes				
PA 38.00	Employee data changes may be entered at any location as controlled by security		NR		
PA 39.00	Ability to enter multiple transactions with the same effective date with a user defined hierarchy.		NR		
PA 40.00	System will notify (email or letter) the employee confirming personnel changes when this action is specified by the employee		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 41.00	System calculates critical dates based on the employee status and the effective date of the transaction (e.g., end of probationary period). User has the ability to define date driven events.		NR		
PA 42.00	System flags employees that require personnel action (e.g., evaluation) and initiates notification to appropriate personnel based on user defined criteria.		NR		
PA 43.00	System prints personnel action notification forms based on user defined criteria with a user defined format.		NR		
PA 44.00	System links personnel action changes to key changes based on relational edits (e.g., job promotion allows for greater benefit options).		NR		
PA 45.00	System provides for effective dating of personnel transaction with approved future transactions when transactions are entered and the ability to define how far in advance transactions may be entered.		NR		
PA 46.00	Upon employee termination, system notifies all pertinent departments including IST, Accounts payable, Payroll, HRM, etc.		NR		
PA 47.00	System allows for multiple personnel actions for a single employee. At a minimum, the following transaction types must be supported:				
PA 47.01	New Hire		NR		
PA 47.02	Emergency Hire		NR		
PA 47.03	Reemployment		NR		
PA 47.04	Retirement		NR		
PA 47.05	Termination		NR		
PA 47.06	Rehire		NR		

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PA 47.07	Reinstate		NR		
PA 47.08	Leave		NR		
PA 47.09	Promotion		NR		
PA 47.10	Demotion		NR		
PA 47.11	Transfer		NR		
PA 47.12	Family Medical Leave Act		NR		
PA 47.13	Suspension		NR		
PA 47.14	Change of class		NR		
PA 47.15	User-defined		NR		
PA 47.16	Salary change		NR		
PA 48.00	The system will provide for multiple types of promotions. At a minimum, the following must be supported:				
PA 48.01	Permanent promotion		NR		
PA 48.02	Special Salary Increase		NR		

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PA 48.03	Acting status		NR		
PA 49.00	System allows transfers of an employee to another Department/Division and provides access to all historical data for the employee to the new organization		NR		
PA 50.00	System will provide for the addition of new employees along with their prior seniority and accumulation of benefits who are transferred from other non County agencies (e.g. Schools to County and vice versa)		NR		
PA 51.00	System provides seniority lists, computing seniority number by rank in accordance with State requirements, Federal requirements and County Policies & Procedures.		NR		
PA 52.00	Seniority lists are based on multiple criteria with a variety of combinations:				
PA 52.01	Department		NR		
PA 52.02	When employee became a uniformed employee		NR		
PA 52.03	Employee's sworn date		NR		
PA 52.04	Promotion date		NR		
PA 52.05	Date at location		NR		
PA 53.00	System tracks history of Fire, Sheriff and other law enforcement badges by employee by badge number.		NR		
PA 54.00	System defines multiple separation codes:				
PA 54.01	Discharged:		NR		

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PA 54.02	Misconduct		NR		
PA 54.03	For performance		NR		
PA 54.04	Probationary release		NR		
PA 54.05	Job abandonment		NR		
PA 54.06	Attendance		NR		
PA 54.07	Other user defined		NR		
PA 54.08	Resignation:				
PA 54.09	Mutual agreement		NR		
PA 54.10	Career advancement		NR		
PA 54.11	Career change		NR		
PA 54.12	Returned to school		NR		
PA 54.13	Family obligations		NR		
PA 54.14	Dissatisfied		NR		

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PA 54.15	Relocation		NR		
PA 54.16	Deceased		NR		
PA 54.17	Retired (Service or Disability)		NR		
PA 54.18	Medical		NR		
PA 54.19	Other user defined		NR		
PA 55.00	System has the ability to attach notes to payroll and personnel type transactions and/or fields		NR		
PA 56.00	System produces notices (paper / email / TTY) to employees with personal information (definable by department) and asking employee to verify data. Electronic notices provide a link to the proper web page. Notices may also be associated with Benefits Open Enrollment notices and process.		NR		
	Employee Contract Requirements - Schools				
PA 57.00	System provides for the definition of multiple contracts with multiple variables.		NR		
PA 58.00	System supports processing payroll and payments to employees based on contract variables.		NR		
PA 59.00	System supports processing all leave types based on contract requirements.		NR		
PA 60.00	System interacts with word processing software to merge employee information and contract variables into documents that create legal contractual arrangement between the Schools and the employees required to have employment contracts.		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 61.00	System provides for employees with varying contract lengths to receive pay over a 12 month period.		NR		
PA 62.00	System provides for employees with varying contract lengths to receive pay over the contract period (being phased out with long-term employees allowed to continue with this option).		NR		
PA 63.00	System allows withholdings for benefits and the related expense to be expensed to general ledger based on the contract term or over 24 semi-monthly pay periods, with the choice being made at the benefit level.		NR		
PA 64.00	Records are maintained at the employee level to track what the employee has earned versus what the employee has been paid throughout the contract year.		NR		
	Skills Inventory (all future requirements)				
PA 65.00	System provides the ability to track qualifications and skills for employees		NR		
PA 66.00	Skills and qualifications may be specified and stored for a job class, position, etc.		NR		
PA 67.00	Skill categories may also be used to designate special roles such as Emergency Contact for a particular area.		NR		
PA 68.00	For each skill, the following information must be maintained:				
PA 68.01	Skill code		NR		
PA 68.02	Skill description		NR		
PA 68.03	Experience level		NR		
PA 68.04	Last year used		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 68.05	Proficiency level		NR		
PA 68.06	Effective date		NR		
PA 68.07	Expiration date		NR		
PA 69.00	Skills inventory integrates with other areas of the personnel system to allow skill information to be used for various personnel functions, including:				
PA 69.01	New hires		NR		
PA 69.02	Recruiting and applicant tracking		NR		
	Licenses and Certifications				
PA 70.00	System tracks the following data for an employee:				
PA 70.01	License / certificate code		NR		
PA 70.02	License certificate name		NR		
PA 70.03	Date of license / certificate		NR		
PA 70.04	Expiration date of license / certificate		NR		
PA 70.05	Cost reimbursement		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 71.00	System maintains a table of licenses, certifications, and Continuing Professional Education (CPE) units required for each job in the County		NR		
PA 72.00	System tracks multiple licenses and certifications held by each employee		NR		
PA 73.00	Employees are able to query to see if they are eligible for additional certifications and the associated pay.		NR		
PA 74.00	System maintains central date information by employee for license and certification expiration and renewal.		NR		
PA 75.00	System provides a report at flexible, user defined timeframes prior to license / certification expiration. Timeframe is definable by license and certification type / code.		NR		
PA 76.00	Employees and supervisors are notified (at a user definable time frame definable by license/certification code) of upcoming expiration. Employees and supervisors are also provided information on upcoming training sessions to maintain license/certification.		NR		
PA 77.00	System provides ability to indicate if the certification has been validated, date validated, and by whom		NR		
	Employee Recognition Awards				
PA 78.00	Provide the following data on employee recognition awards				
PA 78.01	Date given		NR		
PA 78.02	Description of reason for award		NR		
PA 78.03	User defined categories (customer excellence, etc.)		NR		
PA 78.04	Amount if cash award		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 78.05	Department or program giving recognition		NR		
PA 79.00	System provides ability to check status throughout the award process.		NR		
	EEO				
PA 80.00	System tracks Equal Employment Opportunity job categories.		NR		
PA 81.00	System tracks the following data by employee:				
PA 81.01	Race (with sub-categories)		NR		
PA 81.02	Gender		NR		
PA 81.03	System tracks discrimination / harassment complaint (EEOC, internal)		NR		
PA 81.04	Age / Date of Birth		NR		
PA 81.05	EEO job category		NR		
PA 81.06	Classification		NR		
PA 81.07	Salary range		NR		
PA 81.08	Employment status		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 81.09	Religion		NR		
PA 81.10	Sexual Orientation		NR		
PA 81.11	Disability		NR		
PA 82.00	Track and monitor complaints, lawsuits, and county mediations				
PA 82.01	Type (EEOC, internal)		NR		
PA 82.02	Cause of action (age, race, gender, etc.)		NR		
PA 82.03	Filing date		NR		
PA 82.04	Response required date		NR		
PA 82.05	Textual description		NR		
PA 82.06	Outcome		NR		
PA 82.07	Court case information		NR		
83.00	System provides capability to attach documentation associated with complaint, lawsuit, mediation, with appropriate privacy and security controls.		NR		
PA 84.00	System tracks county counsel assigned to each case		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
	Performance Evaluation				
PA 85.00	System provides federal government reporting requirements (i.e. EEO-4, Affirmative Action).		NR		
PA 86.00	System triggers an evaluation a user-definable amount of time prior to due date based on:				
PA 86.01	Due date		NR		
PA 86.02	Hours worked		NR		
PA 86.03	End of probation		NR		
PA 87.00	Track evaluation results by employee		NR		
PA 88.00	System provides turnaround documents for personnel evaluations for each Department/Division.		NR		
PA 89.00	System allows overrides to evaluation dates		NR		
PA 90.00	System tracks probationary periods for performance evaluations.		NR		
PA 91.00	System provides notices to departments for personnel evaluations not received.		NR		
PA 92.00	System allows statistical reporting on performance evaluations.		NR		
PA 93.00	System provides for and tracks improvement needed performance situations and triggers follow-up at user defined interval		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 94.00	System links performance evaluations to merit increase.		NR		
PA 95.00	System edits performance evaluation data to ensure all required information is provided		NR		
PA 96.00	System provides option of completing performance evaluations using online (internet enabled) documents		NR		
PA 97.00	Provide ability to supplement standard performance evaluation forms (online and printed) with user defined information based on class, dept, etc.		NR		
PA 98.00	System provides multi-step approval/workflow for review and approval of performance evaluations with link to merit increase		NR		
PA 99.00	Performance evaluations are integrated with recruiting to provide input to potential internal managers (consistent with employee privacy requirements)		NR		
PA 100.00	System must be integrated with other personnel sub components to obtain require data		NR		
PA 101.00	Maintain history of all performance evaluations		NR		
	Disciplinary Actions				
PA 102.00	Disciplinary actions are entered online by appropriate County personnel		NR		
PA 103.00	Automatically route information to HR, supervisors, etc. regarding proposed disciplinary actions		NR		
PA 104.00	Provide for flexible report generation to support investigation, litigation, etc.		NR		
PA 105.00	System tracks all disciplinary complaints, investigations, and actions:				

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 105.01	Letters of reprimand		NR		
PA 105.02	Warnings		NR		
PA 105.03	Suspensions		NR		
PA 105.04	Discharge		NR		
PA 106.00	The system must track the following information for all disciplinary actions:				
PA 106.01	Employee name		NR		
PA 106.02	Employee number		NR		
PA 106.03	Budget unit (department, division, section)		NR		
PA 106.04	Issue (e.g. insubordination)		NR		
PA 106.05	Proposed discipline (e.g. letter of reprimand, suspension, demotion and termination)		NR		
PA 106.06	Date discipline was received		NR		
PA 106.07	Date the final discipline will take place		NR		
PA 106.08	Classification name and number		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 106.09	Work location		NR		
PA 106.10	Supervisor's name		NR		
PA 106.11	Appealed		NR		
PA 107.00	Provide historical information for all disciplinary actions		NR		
	Discrimination / Legal Actions				
PA 108.00	The system tracks EEOC complaints and the date they were filed.		NR		
PA 109.00	The system tracks "Right to sue" letters and date issued.		NR		
PA 110.00	The system tracks individual department costs relating to litigation.		NR		
PA 111.00	Report on the list of the number of complaints filed within a specified period of time. Sort by:				
PA 111.01	Type of complaint		NR		
PA 111.02	Gender/Race		NR		
PA 111.03	Classification		NR		
PA 111.04	Budget unit		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 111.05	Findings		NR		
PA 111.06	Number of cases		NR		
PA 111.07	Name of subject of investigation		NR		
PA 111.08	Previous complaints against subject		NR		
PA 112.00	For each case or litigation, track:				
PA 112.01	Date opened / filed		NR		
PA 112.02	Name of subject (person) under investigation		NR		
PA 112.03	Case numbers of other complaints against the subject		NR		
PA 112.04	Name of person filing complaint		NR		
PA 112.05	Documented findings		NR		
PA 112.06	Date case closed and/or settled		NR		
	Substance Abuse Program				
PA 113.00	System must provide strict security and comply with regulatory and County guidelines for data confidentiality.		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 114.00	Must be able to maintain pool statistics of drug and alcohol testing at multiple user defined percentages		NR		
PA 115.00	Automatically close out the old program year after the last scheduling period of the previous year is completed.		NR		
PA 116.00	For split samples, must be able to designate separate screens for each split. Must be able to identify the parent test, and the subsequent child test(s).		NR		
PA 117.00	For positive test results, must identify what substances were found.		NR		
PA 118.00	Scheduling of monthly, quarterly, yearly random and follow-up tests.		NR		
PA 119.00	Generate ticklers or electronic notification if testing is not performed or completed within a user-specified period of time.		NR		
PA 120.00	Generate individual test notices and accompanying documentation.		NR		
PA 121.00	Ability to randomly select designated classifications and to manually override the number of random tests.		NR		
PA 122.00	Employee follow-up test plan by number of tests to schedule per month.		NR		
PA 123.00	Management summary with number of excused, positive, and negative tests, type of tests (follow-up, pre-assignment, random, return to duty, voluntary), test status (OK, pending), specimen fluids (breath, urine).		NR		
PA 124.00	Ability to generate a test status report (list of tests still pending).		NR		
PA 125.00	For split samples; the test must only be counted once in all reports.		NR		
PA 126.00	Maintain other pool information, including:				

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 126.01	The number of tests scheduled and completed to date		NR		
PA 126.02	Maintain the number of people in the pool group.		NR		
PA 126.03	Total number of make-up tests scheduled		NR		
PA 126.04	Number of estimated tests remaining for the year		NR		
PA 126.05	Identify which employees are subject to testing		NR		
PA 127.00	Drug Program Reporting Requirement:				
PA 127.01	Random selection by name		NR		
PA 127.02	Random selection by social security number		NR		
PA 127.03	Individual selection frequency by name		NR		
PA 127.04	Individual selection frequency by social security number		NR		
PA 127.05	Individual selection frequency by number of times selected		NR		
PA 127.06	Employees who have never been selected		NR		
PA 127.07	Employees who test positive by name		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 127.08	Employees who test positive by social security number		NR		
PA 127.09	Employees who test positive by test type		NR		
PA 127.10	Employees who test positive by body fluid		NR		
PA 127.11	Employees who test positive by collection date, including refusal to test.		NR		
PA 127.12	Employees who test positive by substance(s) found		NR		
PA 127.13	Employees Scheduled for random testing and follow-up testing by name		NR		
PA 127.14	Employees Scheduled for random testing and follow-up testing by social security #		NR		
PA 127.15	Employees Scheduled for random testing and follow-up testing by test date		NR		
PA 127.16	Employees Scheduled for random testing and follow-up testing by test type		NR		
PA 127.17	Employees Scheduled for random testing and follow-up testing by test substance		NR		
PA 127.18	Employees Scheduled for random testing and follow-up testing by budget unit		NR		
PA 127.19	Employee test history by Name		NR		
PA 127.20	Employee test history by Social Security number		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 127.21	Employee test history by test date		NR		
PA 127.22	Employee test history by test type		NR		
PA 127.23	Employee test history by test result		NR		
PA 128.00	Report on follow-up test plan history:				
PA 128.01	Follow-up plan by name		NR		
PA 128.02	Follow-up plan by social security number		NR		
PA 128.03	Follow-up plan by test substance		NR		
PA 128.04	Follow-up plan by plan dates		NR		
PA 129.00	The Drug Program database should have the following fields:				
PA 129.01	Name		NR		
PA 129.02	Date of hire		NR		
PA 129.03	Class code		NR		
PA 129.04	Specimen I.D. #		NR		
PA 129.05	Test sequence		NR		
PA 129.06	Collection date		NR		
PA 129.07	Lab result		NR		
PA 129.08	Medical Review Officer		NR		
PA 129.09	Employee Assistance Plan (EAP) follow-up test plan: test plan dates		NR		
PA 129.10	EAP follow-up test plan: # of times scheduled per month.		NR		
PA 129.11	Social Security number		NR		
PA 129.12	Employee status (active/terminated)		NR		
PA 129.13	Specimen type		NR		
PA 129.14	Test type (random, follow-up, voluntary, etc.)		NR		
PA 129.15	Collection facility		NR		
PA 129.16	Spilt sample results (parent/child tests)		NR		
PA 129.17	Date notified of test result Employee's day off		NR		
PA 129.18	Budget unit, department, location		NR		
PA 129.19	Job title		NR		
PA 129.20	Test date		NR		
PA 129.21	Time collected		NR		
PA 129.22	Collection facility and collector's name		NR		
PA 129.23	Substance found		NR		
PA 129.24	Message area		NR		
PA 129.25	Separate pools can be created (I.e., Safety sensitive and Volunteers)		NR		
PA 129.26	A refusal to test is treated as a positive test.		NR		
PA 129.27	Employees may have multiple regulation modes (FAA, FTA)		NR		
PA 129.28	Pending tests are excused when employee terminates.		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
	Safety and Workers Compensation (all future requirements)				
PA 130.00	System has the ability to import worker compensation information from the Risk Management system regarding an employee into specified fields.		NR		
PA 131.00	System tracks costs of workers compensation benefits paid to and on behalf of an employee through the payroll and accounts payable components		NR		
PA 132.00	System tracks the information needed for completion of OSHA reporting compliance.		NR		
PA 133.00	System maintains employee medical information including physician's name, allergies.		NR		
	Employee History				
PA 134.00	System provides an Employee Profile Screen (s) which defines <u>all key fields</u> associated with an employee such as:				
PA 134.01	Employee name		NR		
PA 134.02	Demographic data		NR		
PA 134.03	Position data		NR		
PA 134.04	Benefit plan participation		NR		
PA 134.05	Salary data		NR		
PA 134.06	Classification data		NR		
PA 134.07	Beneficiaries		NR		
PA 134.08	Military status		NR		
PA 134.09	Workers' compensation status		NR		
PA 135.00	System tracks employee history on:				
PA 135.01	Position changes		NR		
PA 135.02	Salary changes		NR		
PA 135.03	Status changes		NR		
PA 135.04	Demographic changes		NR		
PA 135.05	Payroll data		NR		
PA 135.06	Benefit elections		NR		
PA 135.07	Badge number / employee ID badge number		NR		
PA 136.00	System tracks application date and status of long term disability.		NR		
PA 137.00	System provides a log of HR-related inquiries with associated tickler capabilities to remind for follow-up.		NR		
PA 138.00	System provides mechanism to ensure HIPAA-compliance in protecting confidential communication.		NR		
	Driver License: DMV				
PA 139.00	Status of Commercial Drivers License including license number, date of pull notice, date of last medical, date of expiration, comments field		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
	Query Requirements				
PA 140.00	The system will provide for online access to all employee data with appropriate security.		NR		
PA 141.00	System provides search function for employees by name, by Social Security Number.		NR		
PA 142.00	System should provide ability to access information in the employee information table(s) by:				
PA 142.01	Employee name		NR		
PA 142.02	Employee number		NR		
PA 142.03	Position number		NR		
PA 142.04	Organization		NR		
PA 142.05	Accounting/Sort Code		NR		
PA 142.06	Class code		NR		
PA 142.07	Location		NR		
PA 142.08	Race		NR		
PA 142.09	Ethnicity		NR		
PA 142.10	Sex		NR		
	Reporting Requirements				
PA 143.00	System will print personnel action forms in a user defined format which may be modified by department		NR		
PA 144.00	Standard reports will include selection criteria based on such data items as employee class, status, organization, etc.		NR		
PA 145.00	Generate performance evaluation reports on a user defined frequency with the following information:				
PA 145.01	Budget unit (department, division, section)		NR		
PA 145.02	Classification		NR		
PA 145.03	Type of evaluation		NR		
PA 145.04	Employee name		NR		
PA 145.05	Employee number		NR		
PA 145.06	Due date for the evaluation		NR		
PA 146.00	Generate ad-hoc reports for grievances as required to meet evaluation and resolution activities		NR		
PA 147.00	System will generate various reports for new hires: numbers, department, classifications, etc.		NR		
PA 148.00	System should provide the ability to capture and report on employee turnover by:				
PA 148.01	Gender		NR		

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Reference Number	Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments
PA 148.02	ethnicity		NR		
PA 148.03	Appointment to class date		NR		
PA 148.04	Age		NR		
PA 148.05	Classification		NR		
PA 148.06	Probation release		NR		
PA 148.07	Termination		NR		
PA 148.08	ADA qualified		NR		
PA 148.09	Promotion		NR		
PA 148.10	Disciplinary release		NR		
PA 148.11	Resignation		NR		
PA 148.12	Department		NR		

Staffing Plan Instructions

Complete Schedules 1 and 2 to reflect your estimates for FTE equivalent staffing by month.

Only use the number of months in the implementation spreadsheets that correspond to the timeline you are proposing.

Clearly indicate any proposed staffing that is post-production or year-end processing support.

The FTE estimates per month for the consultants should tie back to the total hours you have submitted in the Cost Proposal.

Offerors not completing these schedules appropriately are at risk of not being invited for demonstrations.

There are two spreadsheets with sample data. Offerors shall insert their own estimates with position titles reflective of the proposed staffing. Add additional rows, columns, notes and labels as needed.

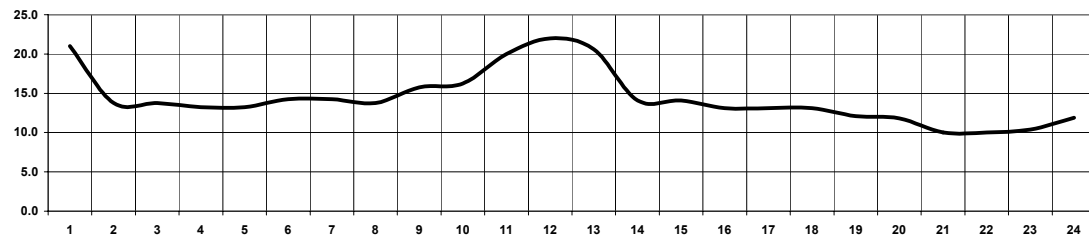
The duration of the project (number of months) should correspond to the months in each worksheet.

Schedule 1
Estimated Client Staffing Levels

	Month																							
PROJECT ROLL-OUT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Phase I																								
Phase II																								
AREA/POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
CROSS-PHASE RESOURCES																								
Project Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Technical Lead	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.5	0.5	0.5	0.5	0.5	0.5	1.0
Change Management Leader	1.0	0.0	0.0	0.0	0.0	1.0	1.0	0.5	0.5	1.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0	0.5	0.5	1.0	1.0	1.0	1.0	1.0
Total Cross-Phase FTE	3.0	2.0	2.0	2.0	2.0	3.0	3.0	2.5	2.5	3.0	3.0	3.0	3.0	2.0	2.0	2.0	2.0	2.0	2.0	2.5	2.5	2.5	2.5	3.0
PHASE I																								
GL SME	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.0	1.0	1.0	1.0	2.0
Budget SME - Schools and County	2.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	2.0	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	1.0	2.0
AP SME	1.0	1.0	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	1.0	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.0	0.0	0.0	0.0	0.0	0.0
Purchasing SME	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.0	0.0	0.0	0.0	0.0	0.0
Vendor file SME	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0
HR SME - Schools and County	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	1.0	1.0	1.0	1.0	1.0	0.6	0.6	0.6	0.6	0.6	0.6
Benefits and Comp SME- Schools and County	2.0	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	2.0	2.0	2.0	2.0	1.0	1.0	1.0	1.0	1.0	1.0	0.6	0.6	0.6	0.6	0.6
Payroll SME - Schools and County	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	1.0	1.0	1.0	1.0	1.0	1.0	0.6	0.6	0.6	0.6	0.6
Time and Attendance SME - Schools and County	2.0	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	2.0	2.0	2.0	2.0	1.0	1.0	1.0	1.0	1.0	1.0	0.6	0.6	0.6	0.6	0.6
Trainers										2.0	2.0	4.0	4.0	4.0	3.0	3.0	2.0	2.0	2.0	2.0	1.0	1.0	1.0	1.0
Total for Phase I FTE	13.0	10.0	10.0	9.5	9.5	9.5	9.5	9.5	11.5	11.5	15.0	16.0	14.1	8.6	8.6	7.6	7.6	7.6	6.6	5.8	4.0	4.0	4.4	5.4
PHASE II																								
Fixed Assets SME	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
AR SME	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Total for Phase II FTE	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
TECHNICAL SUPPORT																								
Database Administrator	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Network Administrator	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3
Software Engineer	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.5	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3
Total Technical Support FTE	3.0	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	2.0	3.0	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Total Projected FTE By Month	21.0	13.8	13.8	13.3	13.3	14.3	14.3	13.8	15.8	16.3	20.0	22.0	20.6	14.1	14.1	13.1	13.1	13.1	12.1	11.8	10.0	10.0	10.4	11.9
Variance by Month	0	-7	0	-1	0	1	0	-1	2	1	4	2	-1	-7	0	-1	0	0	-1	0	-2	0	0	2

Assumptions:

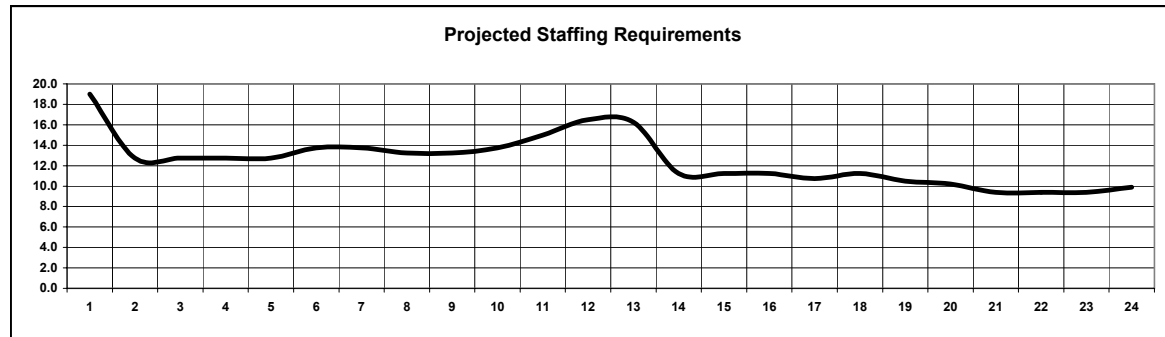
Projected Staffing Requirements



Schedule 2
Estimated Consultant Staffing Levels

	Month																							
PROJECT ROLL-OUT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Phase I																								
Phase II																								
AREA/POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
CROSS-PHASE RESOURCES																								
Project Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Financials Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.5	0.5	0.5	0.5	0.5	0.5	1.0
Change Management Consultant	1.0	0.0	0.0	0.0	0.0	1.0	1.0	0.5	0.5	1.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0	0.5	0.5	1.0	1.0	1.0	1.0	1.0
Software Vendor Consultant	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Total Cross-Phase FTE	4.0	3.0	3.0	3.0	3.0	4.0	4.0	3.5	3.5	4.0	4.0	4.0	4.0	3.0	3.0	3.0	3.0	3.0	3.0	3.5	3.5	3.5	3.5	4.0
PHASE I																								
GL Consultant	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.5	0.5	0.5	0.5	1.0
AP Consultant	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.0	0.0	0.0	0.0	0.0	0.0
Purchasing Consultant	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.0	0.5	0.0	0.0	0.0	0.0	0.0	0.0
HR Consultant	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	1.0	1.0	1.0	1.0	1.0	1.0	0.6	0.6	0.6	0.6	0.6
Benefits and Comp Consultant	2.0	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	2.0	2.0	2.0	1.0	1.0	1.0	1.0	1.0	1.0	0.6	0.6	0.6	0.6	0.6
Payroll Consultant	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	1.0	1.0	1.0	1.0	1.0	1.0	0.6	0.6	0.6	0.6	0.6
Time and Attendance Consultant	2.0	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	2.0	2.0	2.0	1.0	1.0	1.0	1.0	1.0	1.0	0.6	0.6	0.6	0.6	0.6
Total for Phase I FTE	10.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	9.0	9.5	8.8	4.8	4.8	4.8	4.3	4.8	4.0	3.2	2.4	2.4	2.4	2.4
PHASE II																								
Fixed Assets Consultant	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
AR Consultant	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Total for Phase II FTE	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
TECHNICAL SUPPORT																								
Database Engineer	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Network Engineer	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3
Software Programmer	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.5	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3
Total Technical Support FTE	3.0	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8	2.0	3.0	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Total Projected FTE By Month	19.0	12.8	12.8	12.8	12.8	13.8	13.8	13.3	13.3	13.8	15.0	16.5	16.3	11.3	11.3	11.3	10.8	11.3	10.5	10.2	9.4	9.4	9.4	9.9
Variance by Month	0	-6	0	0	0	1	0	-1	0	1	1	2	0	-5	0	0	-1	1	-1	0	-1	0	0	1

Assumptions:

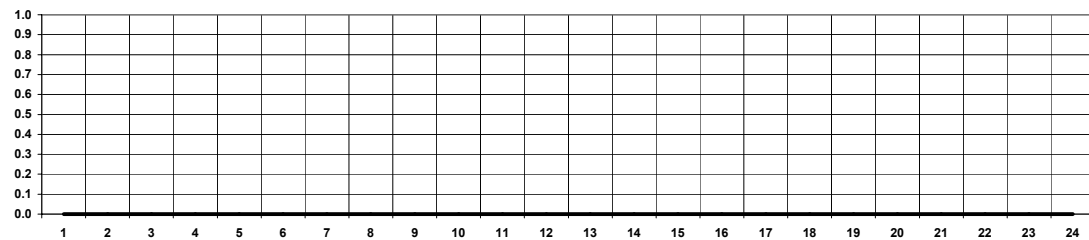


Schedule 1
Estimated County Staffing Levels

	Month																							
PROJECT ROLL-OUT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Phase I																								
Phase II																								
AREA/POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
CROSS-PHASE RESOURCES																								
Total Cross-Phase FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PHASE I																								
Total for Phase I FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PHASE II																								
Total for Phase II FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TECHNICAL SUPPORT																								
Total Technical Support FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Projected FTE By Month	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Variance by Month	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Assumptions:

Projected Staffing Requirements



Schedule 2
Estimated Consultant Staffing Levels

	Month																							
PROJECT ROLL-OUT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Phase I																								
Phase II																								
AREA/POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
CROSS-PHASE RESOURCES																								
Total Cross-Phase FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PHASE I																								
Total for Phase I FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PHASE II																								
Total for Phase II FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TECHNICAL SUPPORT																								
Total Technical Support FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Projected FTE By Month	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Variance by Month	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Assumptions:

Projected Staffing Requirements

